



---

# **DoD Civilian Acquisition Workforce Personnel Demonstration Project**

---

**Competitive Development Group Orientation  
September 18, 2002**

**Jerry Lee  
Jael Latham**

# Outline

---

- **Provide the process to transition into AcqDemo**
- **Provide a basic understanding of AcqDemo's Contribution-based Compensation and Appraisal System (CCAS)**
- **Provide results from CCAS**
- **Summary**

# Broadbandin g

# Broadbanding

## Business Management and Technical Management Professional (NH)

I	II	III	IV
GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10	GS 14 Step 1 - GS 15 Step 10

## Technical Management Support (NJ)

I	II	III	IV
GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 8 Step 10	GS 9 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10

## Administrative Support (NK)

I	II	III
GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 7 Step 10	GS 8 Step 1 - GS 10 Step 10

# Broadbanding

	Business Management and Technical Management Professional (NH)			
	I	II	III	IV
	GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10	GS 14 Step 1 - GS 15 Step 10
Base Salary	\$14,757 - \$26,415	\$22,737 - \$54,185	\$49,959 - \$77,229	\$70,205 - \$107,357
with Locality	\$16,097 - \$28,813	\$24,802 - \$59,105	\$54,495 - \$84,241	\$76,580 - \$117,105

	Technical Management Support (NJ)			
	I	II	III	IV
	GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 8 Step 10	GS 9 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10
Base Salary	\$14,757 - \$26,415	\$22,737 - \$40,551	\$34,451 - \$54,185	\$49,959 - \$77,229
with Locality	\$16,097 - \$28,813	\$24,802 - \$44,233	\$37,579 - \$59,105	\$54,495 - \$84,241

	Administrative Support (NK)		
	I	II	III
	GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 7 Step 10	GS 8 Step 1 - GS 10 Step 10
Base Salary	\$14,757 - \$26,415	\$22,737 - \$36,615	\$31,191 - \$49,324
with Locality	\$16,097 - \$28,813	\$24,802 - \$39,940	\$34,023 - \$53,803
* 2002 GS Salary Table			

# Broadbanding and GS Grade

GS	1	2	3	4	5	6	7	8	9	10
12	54495	56311	58128	59944	61760	63576	65392	67209	69025	70841

**\$54,495 - \$70,841**

**Difference of \$13,400 between GS-12 and NH-**

**\$54,495 - \$84,241**

	Business Management and Technical Management Professional (NH)			
	I	II	III	IV
	GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10	GS 14 Step 1 - GS 15 Step 10
Base Salary	\$14,757 - \$26,415	\$22,737 - \$54,185	\$49,959 - \$77,229	\$70,205 - \$107,357
with Locality	\$16,097 - \$28,813	\$24,802 - \$59,105	\$54,495 - \$84,241	\$76,580 - \$117,105

# **Within-Grade-Increase [Step Increase]**

# Within-Grade-Increases

Average Time in Step				
1 Year	Step	1 to 2	2 to 3	3 to 4
2 Years	Step	4 to 5	5 to 6	6 to 7
3 Years	Step	7 to 8	8 to 9	9 to 10

General Schedule Average Within Grade Increase as Percent of Increase										
Step	1	2	3	4	5	6	7	8	9	10
Percent Increase		3.33%	3.22%	3.12%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%



## 2002 General Schedule

INCORPORATING A 3.60% GENERAL INCREASE

Effective January 2002

Within  
Grade  
Increase  
Amount

GS	1	2	3	4	5	6	7	8	9	10		Amount
1	\$ 14,757	\$ 15,249	\$ 15,740	\$ 16,228	\$ 16,720	\$ 17,009	\$ 17,492	\$ 17,981	\$ 18,001	\$ 18,466		VARIES
2	\$ 16,592	\$ 16,985	\$ 17,535	\$ 18,001	\$ 18,201	\$ 18,736	\$ 19,271	\$ 19,806	\$ 20,341	\$ 20,876		VARIES
3	\$ 18,103	\$ 18,706	\$ 19,309	\$ 19,912	\$ 20,515	\$ 21,118	\$ 21,721	\$ 22,324	\$ 22,927	\$ 23,530		\$603
4	\$ 20,322	\$ 20,999	\$ 21,676	\$ 22,353	\$ 23,030	\$ 23,707	\$ 24,384	\$ 25,061	\$ 25,738	\$ 26,415		\$677
5	\$ 22,737	\$ 23,495	\$ 24,253	\$ 25,011	\$ 25,769	\$ 26,527	\$ 27,285	\$ 28,043	\$ 28,801	\$ 29,559		\$758
6	\$ 25,344	\$ 26,189	\$ 27,034	\$ 27,879	\$ 28,724	\$ 29,569	\$ 30,414	\$ 31,259	\$ 32,104	\$ 32,949		\$845
7	\$ 28,164	\$ 29,103	\$ 30,042	\$ 30,981	\$ 31,920	\$ 32,859	\$ 33,798	\$ 34,737	\$ 35,676	\$ 36,615		\$939
8	\$ 31,191	\$ 32,231	\$ 33,271	\$ 34,311	\$ 35,351	\$ 36,391	\$ 37,431	\$ 38,471	\$ 39,511	\$ 40,551		\$1,040
9	\$ 34,451	\$ 35,599	\$ 36,747	\$ 37,895	\$ 39,043	\$ 40,191	\$ 41,339	\$ 42,487	\$ 43,635	\$ 44,783		\$1,148
10	\$ 37,939	\$ 39,204	\$ 40,469	\$ 41,734	\$ 42,999	\$ 44,264	\$ 45,529	\$ 46,794	\$ 48,059	\$ 49,324		\$1,265
11	\$ 41,684	\$ 43,073	\$ 44,462	\$ 45,851	\$ 47,240	\$ 48,629	\$ 50,018	\$ 51,407	\$ 52,796	\$ 54,185		\$1,389
12	\$ 45,777	\$ 47,240	\$ 48,703	\$ 50,166	\$ 51,629	\$ 53,092	\$ 54,555	\$ 56,018	\$ 57,481	\$ 58,944		\$1,665
13	\$ 50,009	\$ 51,549	\$ 53,089	\$ 54,629	\$ 56,169	\$ 57,709	\$ 59,249	\$ 60,789	\$ 62,329	\$ 63,869		\$1,500
14	\$ 55,409	\$ 57,045	\$ 58,681	\$ 60,317	\$ 61,953	\$ 63,589	\$ 65,225	\$ 66,861	\$ 68,497	\$ 70,133		\$2,340
15	\$ 62,580	\$ 64,333	\$ 66,086	\$ 67,839	\$ 69,592	\$ 71,345	\$ 73,098	\$ 74,851	\$ 76,604	\$ 78,357		\$2,753

# Per Cent Increase for WiGI

2002 General Schedule

INCORPORATING A 3.60% GENERAL INCREASE

Effective January 2002

Within  
Grade  
Increase

Amount

GS	1	2	3	4	5	6	7	8	9	10	
12	\$ 49,959	\$ 51,624	\$ 53,289	\$ 54,954	\$ 56,619	\$ 58,284	\$ 59,949	\$ 61,614	\$ 63,279	\$ 64,944	\$1,665

$$\begin{aligned}
 & \text{GS 12 Step 2} = \$51,624 \\
 & \text{GS 12 Step 1} = \$49,959 \\
 & \text{Step Increase} = \$1,665
 \end{aligned}$$

$$\frac{\$1,665}{\$49,959} = 3.33\%$$

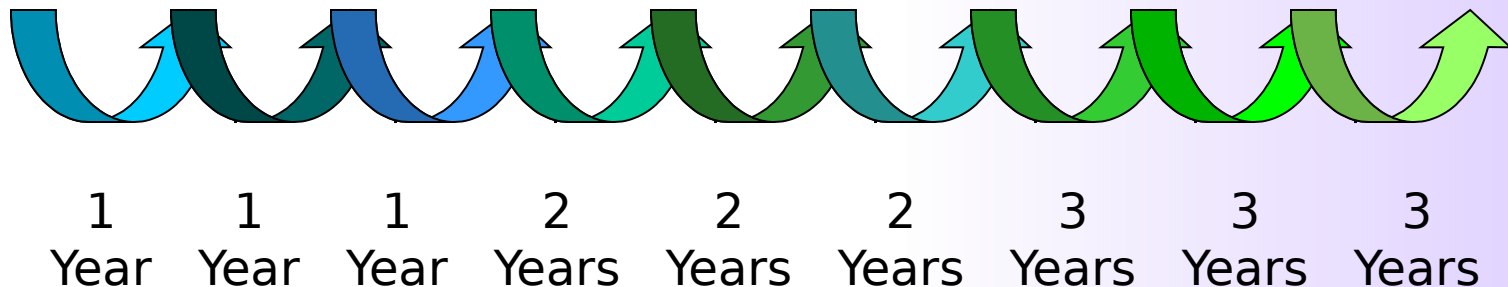
$$\begin{aligned}
 & \text{GS 12 Step 6} = \$58,284 \\
 & \text{GS 12 Step 5} = \$56,619 \\
 & \text{Step Increase} = \$1,665
 \end{aligned}$$

$$\frac{\$1,665}{\$56,619} = 2.94\%$$

# Within-Grade-Increases

Average Time in Step				
1 Year	Step	1 to 2	2 to 3	3 to 4
2 Years	Step	4 to 5	5 to 6	6 to 7
3 Years	Step	7 to 8	8 to 9	9 to 10

General Schedule Average Within Grade Increase as Percent of Increase										
Step	1	2	3	4	5	6	7	8	9	10
Percent Increase		3.33%	3.22%	3.12%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%



\* Not Counting Quality Step Increase - QSI

# Within-Grade-Increases

[Constant Dollar, No General Schedule Increase/Locality Pay Included]

General Schedule Average Within Grade Increase as Percent of Increase

Step	1	2	3	4	5	6	7	8	9	10
Percent Increase		3.33%	3.22%	3.12%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%
Year(s)		1	1	1	2	2	2	3	3	3
Cumulative Years		1	2	3	5	7	9	12	15	18
Calendar Year		1999	2000	2001	2003	2005	2007	2010	2013	2016
	Cumulative WGI %	3.33%	6.55%	9.67%	12.70%	15.64%	18.50%	21.28%	23.98%	26.61%

QSI		1	1	1	1	2	1	3	1	3
QSI Cumulative Years		1	2	3	4	6	7	10	11	14
Calendar Year		1999	2000	2001	2002	2004	2005	2008	2009	2012
		3.33%	6.55%	9.67%	12.70%	15.64%	18.50%	21.28%	23.98%	26.61%

# Pay Adjustment References

GS/Title 5	AcqDemo - CCAS
- Locality Pay	- Locality Pay
- General Schedule Increase	- General Pay Increase
- Within-Grade Increases (WGI)	- Contribution Rating Increase (CRI) (i.e., base pay increase) -- minimum 2.4% 1st year -- minimum 2.0% subsequent years
- Quality-Step Increases (QSI)	
- Promotions (equivalent to within broadband levels)	
- Promotions (equivalent to higher broadband levels)	- Promotions (higher broadband level)
- Performance Awards	- Contribution Awards -- minimum 1.3% 1st year -- minimum 1.0% subsequent years

# Within-Grade-Increases and CCAS

General Schedule Average Within Grade Increase as Percent of Increase

Step	1	2	3	4	5	6	7	8	9	10
Percent Increase		3.33%	3.22%	3.12%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%
Year(s)		1	1	1	2	2	2	3	3	3
Cumulative Years		1	2	3	5	7	9	12	15	18
Calendar Year		1999	2000	2001	2003	2005	2007	2010	2013	2016
	Cumulative WGI %	3.33%	6.55%	9.67%	12.70%	15.64%	18.50%	21.28%	23.98%	26.61%

	1999	2000	2001	2002	2003	2004	2005	2006	2007
AccDemo Minimum Funding Level	2.40%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
	Cumulative Potential	4.40%	6.40%	8.40%	10.40%	12.40%	14.40%	16.40%	18.40%

2008	2009	2010	2011	2012	2013	2014	2015	2016
2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
20.40%	22.40%	24.40%	26.40%	28.40%	30.40%	32.40%	34.40%	36.40%

18 Years

# Within-Grade-Increases and CCAS

QSI		1	1	1	1	2	1	3	1	3
QSI Cumulative Years		1	2	3	4	6	7	10	11	14
Calendar Year		1999	2000	2001	2002	2004	2005	2008	2009	2012
		3.33%	6.55%	9.67%	12.70%	15.64%	18.50%	21.28%	23.98%	26.61%

	1999	2000	2001	2002	2003	2004	2005	2006	2007
AcqDemo Minimum Funding Level	2.40%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Cumulative Potential	4.40%	6.40%	8.40%	10.40%	12.40%	14.40%	14 Years	18.40%	

2008	2009	2010	2011	2012	2013	2014	2015	2016
2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
20.40%	22.40%	24.40%	26.40%	28.40%	30.40%	32.40%	34.40%	36.40%

# Within-Grade-Increases and CCAS

General Schedule ~~Annual~~ ~~Grade~~ ~~Step~~ Percent of Increase

Step	1	2	3	4	5	6	7	8	9	10
Percent Increase		3.33%	3.22%	3.12%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%

**3 Years = 9.67%**

**1 Year 2 Years = 6.55%**

Contribution Rating Increase \$

**3 Years = 8.60%**

**2 Years - 5.90%**

**1 Year**

	FY 1999	FY 2000	FY 2001
Army	\$1,507 (2.70%)	\$1,640 (2.81%)	\$1,900 (2.96%)
Navy	\$1,504 (2.39%)	\$1,217 (1.80%)	\$1,293 (1.81%)
Air Force	\$1,265 (2.86%)	\$1,251 (2.70%)	
Marines	\$1,463 (2.87%)	\$1,439 (2.59%)	
OSD	NA	\$1,364 (1.88%)	\$1,140
AcqDemo	\$1,399 (2.74%)		\$1,396 (2.57%)
	\$1,545 (2.72%)		



# Within-Grade-Increases and CCAS

General Schedule Average Within Grade Increase as Percent of Increase										
Step	1	2	3	4	5	6	7	8	9	10
Percent Increase		3.33%	3.22%	3.12%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%

**3 Years = 9.67%**

**1 Year 2 Years = 6.55%**

## Better Under GS

NK-II (GS 7 Step 2) 6.93% in 3 Years

NH-III (GS 12 Step 2) 6.24% in 3 Years

NH-III (GS 13 Step 1) 4.72% in 2 Years

## Better Under AcqDemo

NH-III (GS 13 Step 3) 7.09% in 2 Years

NH-III (GS 13 Step 2) 6.83% in 2 Years

NH-III (GS 13 Step 2) 4.54% in 1 Year

# Within-Grade-Increases and CCAS

General Schedule Average Within Grade Increase as Percent of Increase

Step	1	2	3	4	5	6	7	8	9	10
Percent Increase		3.33%	3.22%	3.12%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%

2 Years

## Contribution Rating Increase \$

All Participant **1 Year**

**2 Years - 5.90%**

	FY 1999	FY 2000	FY2001
Army	\$1,507 (2.70%)	\$1,640 (2.81%)	\$1,907
(3.09%)			
Navy	\$1,504 (2.39%)	\$1,217 (1.80%)	\$1,293 (1.81%)
Air Force	\$1,265 (2.86%)	\$1,251 (2.70%)	
\$1,332 (2.77%)			
Marines	\$1,463 (2.87%)	\$1,439 (2.59%)	
\$1,689 (2.96%)			
OSD	NA	\$1,364 (1.93%)	\$1,140
(1.56%)			
<b>AcqDemo</b>			
<b>\$1,545 (2.72%)</b>	<b>\$1,399 (2.74%)</b>	<b>\$1,396 (2.57%)</b>	

**POTENTIAL**

# Within-Grade-Increases and CCAS

General Schedule Average Within Grade Increase as Percent of Increase

Step	1	2	3	4	5	6	7	8	9	10
Percent Increase		3.33%	3.22%	3.12%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%

**2 Years**

## Contribution Rating Increase \$

All Participant **1 Year**

**2 Years - 5.90%**

	FY 1999	FY 2000	FY2001
Army	\$1,507 (2.70%)	\$1,640 (2.81%)	\$1,907
(3.09%)			
Navy	\$1,504 (2.39%)	\$1,217 (1.80%)	\$1,293 (1.81%)
Air Force	\$1,265 (2.86%)	\$1,251 (2.70%)	
\$1,332 (2.77%)			
Marines	\$1,463 (2.87%)	\$1,439 (2.59%)	
\$1,689 (2.96%)			
OSD	NA	\$1,364 (1.83%)	\$1,140
(1.56%)			
<b>AcqDemo</b>			
<b>\$1,545 (2.72%)</b>	<b>\$1,399 (2.74%)</b>	<b>\$1,396 (2.57%)</b>	

**POTENTIAL**

# Within-Grade-Increases and CCAS

General Schedule Average Within Grade Increase as Percent of Increase

Step	1	2	3	4	5	6	7	8	9	10
Percent Increase		3.33%	3.22%	3.12%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%

3 Years

Contribution Rating Increase \$

	1 Year	2 Years - 5.51%	3 Years - 8.60%
	FY 1999	FY 2000	FY 2001
Army	\$1,507 (2.70%) (3.09%)	\$1,640 (2.81%)	\$1,907
Navy	\$1,504 (2.39%)	\$1,217 (1.80%)	\$1,293 (1.81%)
Air Force	\$1,265 (2.86%)	\$1,251 (2.70%)	
	\$1,332 (2.77%)		
Marines	\$1,463 (2.87%)	\$1,439 (2.59%)	
	\$1,689 (2.96%)		
OSD	NA	\$1,364 (1.93%)	\$1,140
AcqDemo		\$1,399 (2.74%)	\$1,396 (2.57%)
	\$1,545 (2.72%)		

POTENTIAL

# Within-Grade-Increases and CCAS

General Schedule Average Within Grade Increase as Percent of Increase

Step	1	2	3	4	5	6	7	8	9	10
Percent Increase		3.33%	3.22%	3.12%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%

## Contribution Ratio

2 Years

3 Years

FY 1999

1 Year

FY 2000

2 Years - 5.51%

3 Years - 8.60%

Army  
(3.09%)

\$1,507 (2.70%)

\$1,640 (2.81%)

\$1,907

NK-II	GS 7 Step 7	5.11%	3 Years
NK-II	GS 7 Step 6	5.54%	2 Years
NK-II	GS 7 Step 6	7.62%	3 Years
NH-III	GS 13 Step 8	1.75%	3 Years
NH-III	GS 13 Step 6	2.23%	2 Years
NH-III	GS 13 Step 8	4.43%	3 Years
NH-III	GS 12 Step 6	4.78%	3 Years
NH-III	GS 12 Step 5	10.05%	3 Years
NH-III	GS 12 Step 6	10.18%	2 Years
NH-IV	GS 14 Step 7	3.11%	3 Years
NH-IV	GS 14 Step 10	8.59%	3 Years
NH-IV	GS 14 Step 4	11.05%	3 Years
Maxed BBL			

**Buy-In**

# Step Buy-In

## 2002 General Schedule

INCORPORATING A 3.60% GENERAL INCREASE

Effective January 2002

Within  
Grade  
Increase  
Amount

GS	1	2	3	4	5	6	7	8	9	10	
1	\$ 14,757	\$ 15,249	\$ 15,740	\$ 16,228	\$ 16,720	\$ 17,009	\$ 17,492	\$ 17,981	\$ 18,001	\$ 18,456	VARIES
2	\$ 16,592	\$ 16,985	\$ 17,535	\$ 18,001	\$ 18,201	\$ 18,736	\$ 19,271	\$ 19,806	\$ 20,341	\$ 20,876	VARIES
3	\$ 18,103	\$ 18,706	\$ 19,309	\$ 19,912	\$ 20,515	\$ 21,118	\$ 21,721	\$ 22,324	\$ 22,927	\$ 23,530	\$603
4	\$ 20,322	\$ 20,999	\$ 21,676	\$ 22,353	\$ 23,030	\$ 23,707	\$ 24,384	\$ 25,061	\$ 25,738	\$ 26,415	\$677
5	\$ 22,737	\$ 23,495	\$ 24,253	\$ 25,011	\$ 25,769	\$ 26,527	\$ 27,285	\$ 28,043	\$ 28,801	\$ 29,559	\$758
6	\$ 25,344	\$ 26,189	\$ 27,034	\$ 27,879	\$ 28,724	\$ 29,569	\$ 30,414	\$ 31,259	\$ 32,104	\$ 32,949	\$845
7	\$ 28,164	\$ 29,103	\$ 30,042	\$ 30,981	\$ 31,920	\$ 32,859	\$ 33,798	\$ 34,737	\$ 35,676	\$ 36,615	\$939
8	\$ 31,191	\$ 32,231	\$ 33,271	\$ 34,311	\$ 35,351	\$ 36,391	\$ 37,431	\$ 38,471	\$ 39,511	\$ 40,551	\$1,040
9	\$ 34,451	\$ 35,599	\$ 36,747	\$ 37,895	\$ 39,043	\$ 40,191	\$ 41,339	\$ 42,487	\$ 43,635	\$ 44,783	\$1,148
10	\$ 37,939	\$ 39,204	\$ 40,469	\$ 41,734	\$ 42,999	\$ 44,264	\$ 45,529	\$ 46,794	\$ 48,059	\$ 49,324	\$1,265
11	\$ 41,684	\$ 43,073	\$ 44,462	\$ 45,851	\$ 47,240	\$ 48,629	\$ 50,018	\$ 51,407	\$ 52,796	\$ 54,185	\$1,389
12	\$ 49,959	\$ 51,624	\$ 53,289	\$ 54,954	\$ 56,619	\$ 58,284	\$ 59,949	\$ 61,614	\$ 63,279	\$ 64,944	\$1,665
13	\$ 59,409	\$ 61,389	\$ 63,369	\$ 65,349	\$ 67,329	\$ 69,309	\$ 71,289	\$ 73,269	\$ 75,249	\$ 77,229	\$1,980
14	\$ 70,205	\$ 72,545	\$ 74,885	\$ 77,225	\$ 79,565	\$ 81,905	\$ 84,245	\$ 86,585	\$ 88,925	\$ 91,265	\$2,340
15	\$ 82,580	\$ 85,333	\$ 88,086	\$ 90,839	\$ 93,592	\$ 96,345	\$ 99,098	\$ 101,851	\$ 104,604	\$ 107,357	\$2,753

## Buy-In Procedures

- Buy-in *Full Employee Protection Approach*
- Step 10 - No Buy-In Because No Step 11
- Locality Adjustment—Added After Base Salary Is Computed
- Formula for Buy-In:
  1. Determine Employee's Base Salary
  2. Determine Value of Within-Grade Increase

$$[(\text{time in step} / \text{time between steps}) * \text{step increase}] + \text{current salary} = \text{new AcqDemo base salary}$$



## Buy-In Example #1

- Entering demonstration—GS-12/step 5, Series 1071 (Audiovisual Production Specialist)
- Placed in broadband level III, Business Management and Technical Management Professional Career Path  
***GS-1071-12 becomes NH-1071-III***
- Nominal time between step 5 and 6 = 104 weeks.
- Assume employee has been a Step 5 for 90 of the 104 weeks for a within grade increase. The process to compute the employee's new salary is:
  - GS-12/Step 5 base rate of \$56,619
  - GS-12 within grade increase is \$1,665
  - 90/104th (or .8654) of \$1,665 is \$1,441
  - \$56,619 + \$1,441 = ***\$58,060 plus Locality Pay***

(This example uses the 2002 General Schedule Salary Table.)

## Buy-In Example #2

- Entering demonstration—GS-12/step 10, Series 1071 (Audiovisual Production Specialist)
    - Placed in broadband level III, Business Management and Technical Management Professional Career Path
- GS-1071-12 becomes NH-1071-III***
- Step 10 therefore no within grade increase.
  - No change to the employee's salary.

GS-12/Step 10 base rate of \$64,944

\$64,944 + Locality Pay

(This example uses the 2002 General Schedule Salary Table.)

# Special Salary Rate Buy-In Procedures

- Step Buy-in *Full Employee Protection Approach*
- Step 10 - No Buy-In Because No Step 11
- Locality Adjustment—Added After Base Salary Is Computed
- Formula for Buy-In  
$$((\text{time in step} / \text{time between steps}) * \text{step increase})) + \text{current salary} = \text{new AcqDemo base salary}$$

# Special Salary Rate Buy-In Example Part 1

- Entering demonstration—GS-11/step 5, Series 2210 (Information Technology Management)
- Placed in broadband level II, Business Management and Technical Management Professional Career Path  
***GS-2210-11 becomes NH-2210-II***
- Nominal time between step 5 and 6 = 104 weeks.
- Assume employee has been a Step 5 for 52 of the 104 weeks for a within grade increase. The process to compute the employee's new salary is:
  - GS-11/Step 5 special salary rate of \$55,743
  - GS-11 within grade increase is \$1,639
  - 52/104th (or .50) of \$1,639 is \$820
  - \$55,743 + \$820 = ***\$56,563*** next determine AcqDemo

(This example uses the 2002 Special Salary Rate and General Schedule Salary Tables.)

# Special Salary Rate Buy-In Example Part 2

- Employee's Pro-rated Special Salary Rate is  
 GS-11/Step 5 special salary rate of \$55,743  
 GS-11 within grade increase is \$1,639  
 52/104th (or .50) of \$1,639 is \$820  
 $\$55,743 + \$820 = \$56,563$  next determine AcqDemo  
 base salary
- Huntsville Locality Rate 9.08%
- Special Rate Divided by Locality Rate % for  
 Demonstration Base Rate:  
 $\$56,563 / 1.0908 = \$51,855$  AcqDemo Base Salary
- Multiply New Base Salary by Locality Rate %, then add  
 the sum to the New Base Salary for New Total Salary  
 $\$51,855 * 0.0908 = \$4,708$   
 $\$51,855 + \$4,708 = \$56,563$  Total Salary After Buy-  
 in

(This example uses the 2002 Special Salary Rate and General Schedule Salary Tables.)

# Buy-In Calculator <http://dacm.rdaisa>

To find your new salary populate the yellow shaded areas

Step 1

Current Grade/Step **GS13/8**

Step 2

Current **Base** Salary **\$ 73,269**

Step 3

Last Within-Grade-Increase was on **October 19 1997**

Step 4

Next due Within-Grade-Increase will be on **October 21 2000**

Step 5

See calendar worksheet to count weeks for time-in-step.

Time-Between-Steps for Step 1 to 2 to 3 to 4 is 52 weeks.

Time-Between-Steps for Step 4 to 5 to 6 to 7 is 104 weeks.

Time-Between-Steps for Step 7 to 8 to 9 to 10 is 156 weeks.

2002 Within Grade Increase Amount	
GS 1	Varies
GS 2	Varies
GS 3	\$ 603
GS 4	\$ 677
GS 5	\$ 758
GS 6	\$ 845
GS 7	\$ 939
GS 8	\$ 1,040
GS 9	\$ 1,148
GS 10	\$ 1,265
GS 11	\$ 1,389
GS 12	\$ 1,665
GS 13	\$ 1,980
GS 14	\$ 2,340
GS 15	\$ 2,753

Step 6

$$\left( \frac{\text{Time-In-Step}}{154} \right) / \left( \frac{\text{Time-Between-Step}}{156} \right) * \text{Step Increase } \$ 1,980 + \text{Current Salary } \$ 73,269 = \text{New Base Salary } \$ 75,224$$

Pro-rated Step Increase = \$ 1,955

Step 7

See Locality Rates worksheet to determine the locality rate for your region

Enter Locality Rate **11.48%** Locality Pay \$ 8,636

**Total Salary \$ 83,859**

# Promotions and Pay Setting

## AcqDemo Employee

- Promotion is normally a competitive action.
- Promotion is defined as
  - the movement of an employee to a higher broadband level within the same career path (e.g. NK I to NK II) or
  - a different career path and level in which the new broadband level has a higher maximum salary rate than the broadband level from which the employee is being moved (NK II to NH II).
- A higher broadband level is one with a higher maximum rate of pay than the employee's current broadband level.



## Promotion

- Vacancy
- Apply
- Qualify
- Refer
- Interview
- Select

**Steps = 6%**

GS-12	1	2	3	4	5	6	7	8	9	10
-------	---	---	---	---	---	---	---	---	---	----

GS-13	1	2	3	4	5	6	7	8	9	10
-------	---	---	---	---	---	---	---	---	---	----

GS-13  
Apply  
Not  
GS-12

NH-IV	GS-15	1	2	3	4	5	6	7	8	9	10
-------	-------	---	---	---	---	---	---	---	---	---	----

GS-14	1	2	3	4	5	6	7	8	9	10
-------	---	---	---	---	---	---	---	---	---	----

\$70,205

\$1

NH-III	GS-13	1	2	3	4	5	6	7	8	9	10
--------	-------	---	---	---	---	---	---	---	---	---	----

GS-12	1	2	3	4	5	6	7	8	9	10
-------	---	---	---	---	---	---	---	---	---	----

\$49,959

\$77,22

# Pay Setting

## Pay Setting for AcqDemo Employee

- Salary after promotion shall be **at least six percent, but not more than 20 percent** greater than the employee's current salary; however,

6% to 20%

NH-IV													
GS-15	1	2	3	4	5	6	7	8	9	10			
GS-14	1	2	3	4	5	6	7	8	9	10			
\$70,205													

NH-III													
GS-13	1	2	3	4	5	6	7	8	9	10			
GS-12	1	2	3	4	5	6	7	8	9	10			
\$49,959													

\$77,229

## **Pay Setting for AcqDemo Employee**

- If the minimum rate of the new broadband level is more than 20 percent greater than the employee's current salary, then the minimum rate of the new broadband level is the new salary.
- The employee's salary shall not exceed the salary range of the new broadband level.

## Pay Setting

For example -

- NH-III selectee's salary is \$58,000
- Pay Setting between 6% - 20 %
- Decision is to give 20%;  $\$58,000 \times 1.20\% = \$69,600$
- But minimum NH-IV salary is \$70,205
- Therefore \$58,000 to NH-IV Minimum of \$70,205 = 21.04%

**NH-III** \$49,950 \$58,000

**NH-IV** \$70,205

**Minimum**

# **Contribution-Based Compensation and Appraisal System (CCAS)**

# "Promotion" to Next Higher GS Equivalent



**Promotion**

GS-13	1	2	3	4	5	6	7	8	9	10
-------	---	---	---	---	---	---	---	---	---	----

GS-12	1	2	3	4	5	6	7	8	9	10
-------	---	---	---	---	---	---	---	---	---	----

**Step 4 Rule - Compare AcqDemo Salary to Step 4 of the Highest Grade in the Broadband**

**NH-III**

GS	1	2	3	4
13	\$59,409	\$61,389	\$63,369	\$65,349

GS	1	2	3	4	5	6	7	8	9	10
12	\$49,959	\$51,624	\$53,289	\$54,954	\$56,619	\$58,284	\$59,949	\$61,614	\$63,279	\$64,944

\$49,959

\$77,229

**Annual CCAS Salary Adjustment**

March 28, 1999 - GS-1102-12 Step 7 Base Salary = \$54,284

Buy-in to AcqDemo -NH-1102-III Base Salary = \$55,038

1999 Base + 3.8% GPI + 3.37% CRI = \$58,984 = 2000 AcqDemo Base Salary

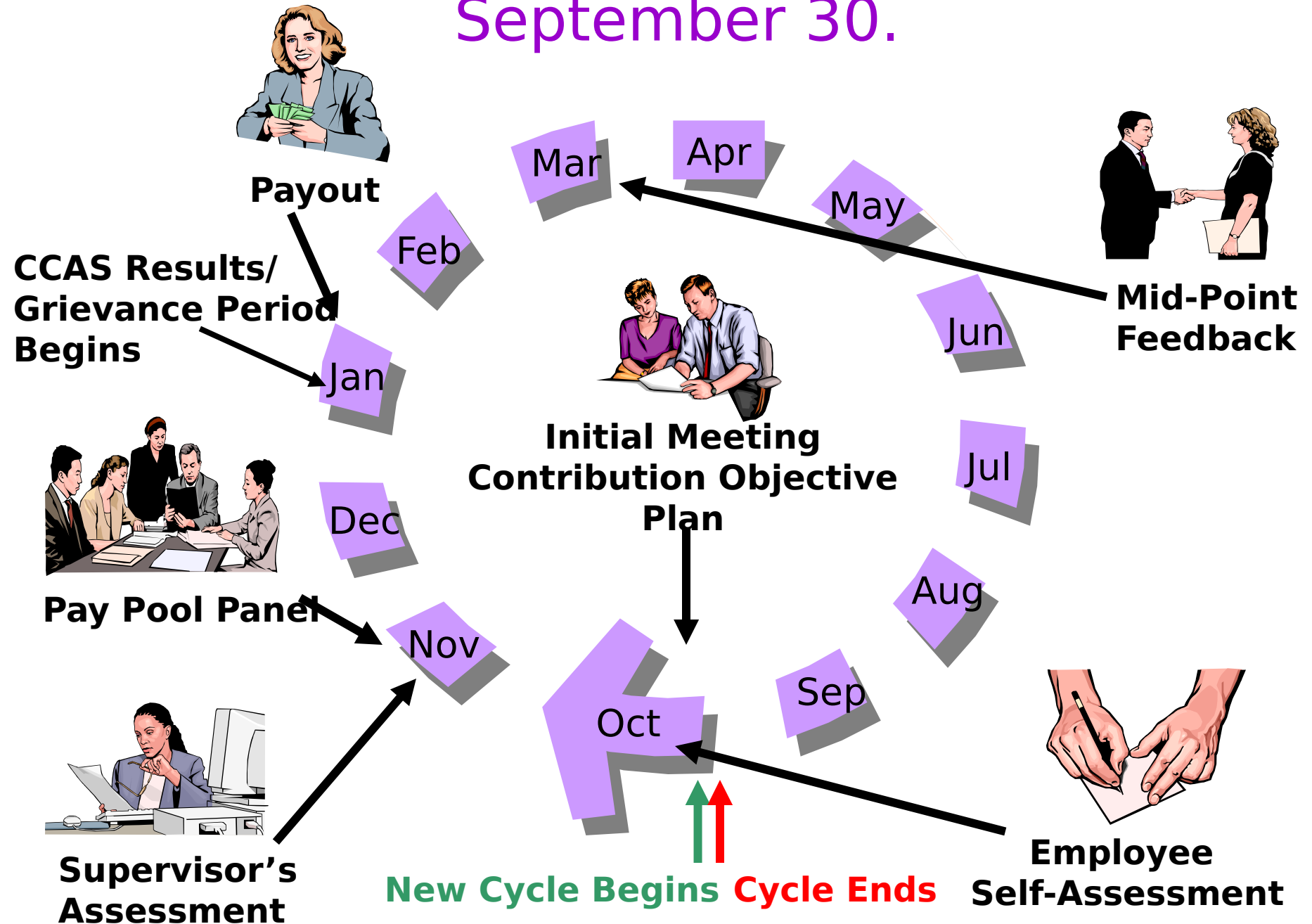
2000 Base + 2.7% GPI + 2.94% CRI = \$62,311 = 2001 AcqDemo Base Salary

2001 Base + 3.6% GPI + 2.25% CRI = \$65,956 = 2002 AcqDemo Base Salary

# CCAS Funding Levels

GS/Title 5	AcqDemo - CCAS
- Locality Pay	- Locality Pay
- General Schedule Increase	- General Pay Increase
- Within-Grade Increases (WGI)	- Contribution Rating Increase (CRI) (i.e., base pay increase) -- minimum 2.4% 1st year -- minimum 2.0% subsequent years
- Quality-Step Increases (QSI)	
- Promotions (equivalent to within broadband levels)	
- Promotions (equivalent to higher broadband levels)	- Promotions (higher broadband level)
- Performance Awards	- Contribution Awards -- minimum 1.3% 1st year -- minimum 1.0% subsequent years

# The CCAS Cycle is October 1 - September 30.





# How Are You Evaluated Under CCAS?

- All AcqDemo employees are rated based on the same six factors (no modification):
    - Problem Solving 56
    - Teamwork/Cooperation 56
    - Customer Relations 53
    - Leadership/Supervision 60
    - Communications 62
    - Resource Management 58
- $345 / 6 = 57.5 \rightarrow 58$
- A score is given for each FACTOR, then divided by 6 to yield the OCS (Overall Contribution Score)

# Career Path: Business Management / Technical Management Professional (NH)

## Factor: Leadership / Supervision

LEVEL DESCRIPTORS	DISCRIMINATORS
<p>Level I</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Takes initiative in accomplishing assigned tasks.</li> <li><input type="checkbox"/> Provides inputs to others in own technical/functional area.</li> <li><input type="checkbox"/> Seeks and takes advantage of developmental opportunities.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leadership Role</li> <li><input type="checkbox"/> Breadth of Influence</li> <li><input type="checkbox"/> Mentoring/Employee Development</li> </ul>
<p>Level II</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems.</li> <li><input type="checkbox"/> Proactively guides, coordinates, and consults with others to accomplish projects.</li> <li><input type="checkbox"/> Identifies and pursues individual/team development opportunities.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leadership Role</li> <li><input type="checkbox"/> Breadth of Influence</li> <li><input type="checkbox"/> Mentoring/Employee Development</li> </ul>
<p>Level III</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance.</li> <li><input type="checkbox"/> Defines, organizes, and assigns activities to accomplish projects/programs goals. Guides, motivates, and oversees the activities of individuals and teams with focus on projects/programs issues.</li> <li><input type="checkbox"/> Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leadership Role</li> <li><input type="checkbox"/> Breadth of Influence</li> <li><input type="checkbox"/> Mentoring/Employee Development</li> </ul>
<p>Level IV</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues.</li> <li><input type="checkbox"/> Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success.</li> <li><input type="checkbox"/> Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leadership Role</li> <li><input type="checkbox"/> Breadth of Influence</li> <li><input type="checkbox"/> Mentoring/Employee Development</li> </ul>

# Career Path: Business Management / Technical Management Professional (NH)

## ~~Factor: Leadership / Supervision~~

LEVEL DESCRIPTORS	DISCRIMINATORS
<p>Level I</p> <p><input type="checkbox"/> Takes initiative in accomplishing assigned tasks.</p>	<p><input type="checkbox"/> Leadership Role</p>
<p>Level II</p> <p><input type="checkbox"/> Actively <u>contributes as a team member/leader</u>; provides insight and recommends changes or solutions to problems.</p>	<p><input type="checkbox"/> Leadership Role</p>
<p>Level III</p> <p><input type="checkbox"/> Provides guidance to <u>individuals/teams</u>; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance.</p>	<p><input type="checkbox"/> Leadership Role</p>
<p>Level IV</p> <p><input type="checkbox"/> Establishes and/or leads <u>teams</u> to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues.</p>	<p><input type="checkbox"/> Leadership Role</p>

# Three Career Paths with Broadband Levels

## Business Management and Technical Management Professional (NH)

I	II	III	IV
GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10	GS 14 Step 1 - GS 15 Step 10

## Technical Management Support (NJ)

I	II	III	IV
GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 8 Step 10	GS 9 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10

## Administrative Support (NK)

I	II	III
GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 7 Step 10	GS 8 Step 1 - GS 10 Step 10

# Point Ranges Associated With Each Career Path and Broadband

LEVELS		Business and Technical Professional	Technical Support	Administrative Support
		Point Range	Point Range	Point Range
IV	Very High	115	95	70
	High	96- 100	79- 83	
	Med	84- 95	67- 78	
	Low	79- 83	61- 66	
III	High	79- 83	62- 66	57- 61
	Med	67- 78	52- 61	47- 56
	Low	61- 66	43- 51	38- 46
II	High	62- 66	47- 51	42- 46
	M-H	51- 61	41- 46	
	Med	41- 50	36- 40	
	M-L	30- 40	30- 35	
	Low	22- 29	22- 29	
I	High	24- 29	24- 29	24- 29
	Med	6- 23	6- 23	6- 23
	Low	0- 5	0- 5	0- 5

Table 4. Point Ranges

## Five Basic CCAS Concepts

- Eligibility for Compensation
- Normal Pay Range – Rail Position
- Expected Level of Contribution
- Delta OCS and Delta Salary
- Compensation from the Pay

## Five Basic CCAS Concepts

- Eligibility for Compensation

## Eligibility for Compensation

- An individual's eligibility for a CCAS compensation is dependent on three conditions:
  - Presumptive Status
  - Retained Pay (or Pay Retention)
  - CCAS Rating (Rail Position)



# Presumptive Statuses

- **Presumptive Status 0** - Employee must have **at least 90 days in AcqDemo to be eligible for a rating**;
- **Presumptive Status 1** - If in the AcqDemo less than 90 days on September 30, end of the rating period, then not eligible for CCAS distribution (but will receive full "G");
- If you were away from your normal duties for an extended period of time, (i.e., temporary promotion outside the parent organization or outside the demo, long-term full-time training, call to active duty, extended sick leave, leave without pay, etc.), then the rating official has two options:
  - Presumptive Status 2** - Presumes that you would have contributed consistently with your expected level and will be given a expected rating;
  - Presumptive Status 3** - Re-certifies your last contribution appraisal.

# Eligibility for Compensation

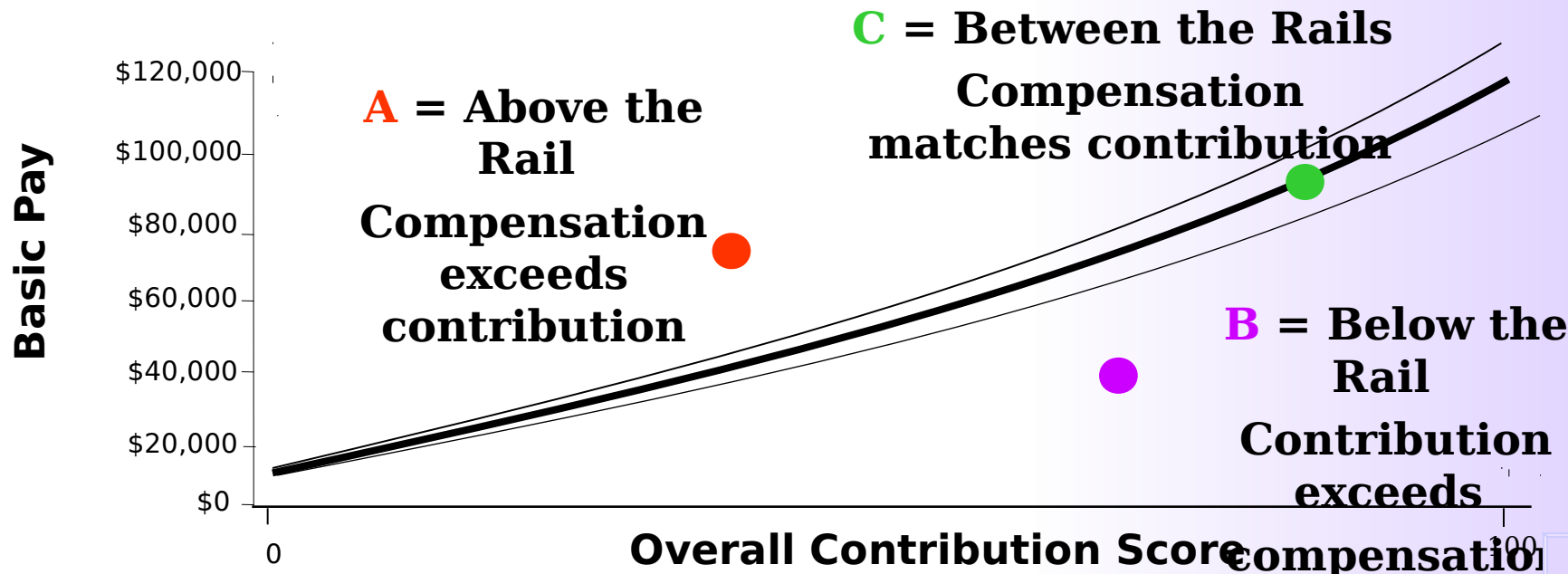
- **Retained Pay** – employee's base pay exceeds that of the maximum pay for a broadband and career path
- Employees on retained pay are:
  - Not eligible for any salary increases
  - Will receive 50% of general pay increase based upon the maximum salary for his/her broadband.
  - Eligible to receive only the CA based on Overall Contribution Score (OCS).

# Five Basic CCAS Concepts

- Eligibility for Compensation
- Normal Pay Range – Rail Position

# Normal Pay Range - Rail

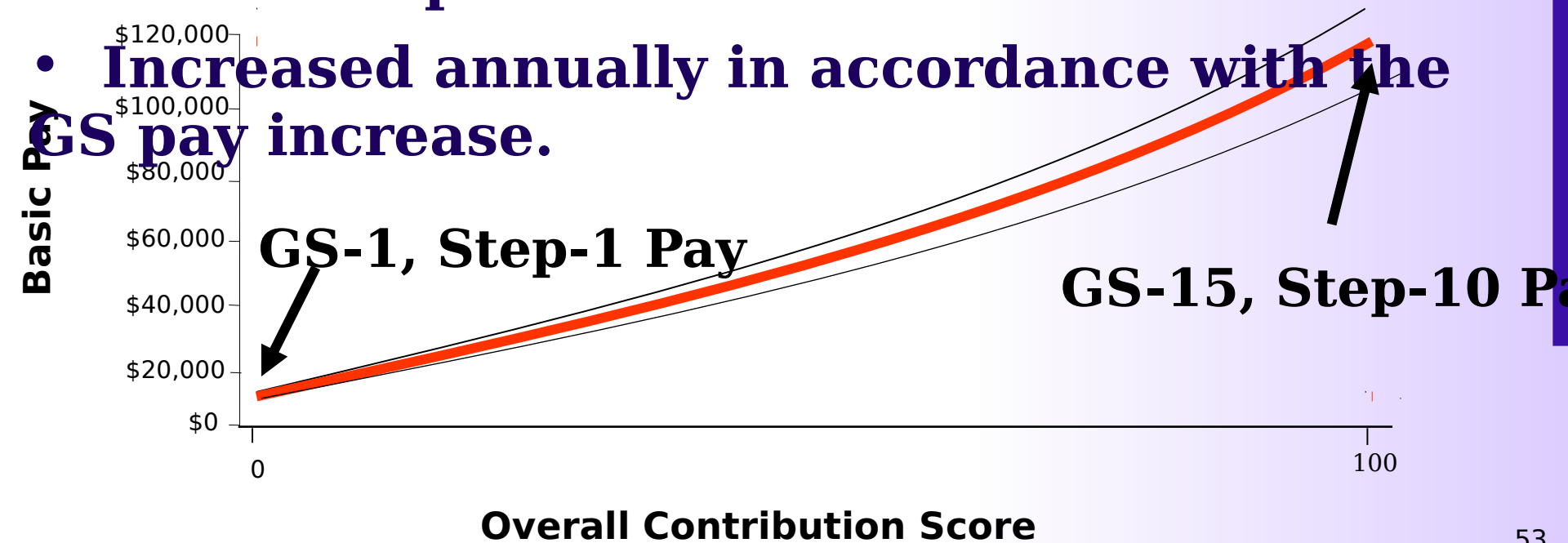
## Position



Rail Positions	General Pay Increase	Contribution Rating Increase (Salary Increase)	Contribution Award	Locality
Inappropriately Compensated - <b>A</b> (Above the Upper Rail)	Can be reduced or denied	No	No	Yes
Appropriately Compensated - <b>C</b> (Between the Rails)	Yes	Yes, up to 6%	Yes	Yes
Inappropriately Compensated - <b>B</b> (Below the Lower Rail)	Yes	Yes, up to 20%	Yes	Yes

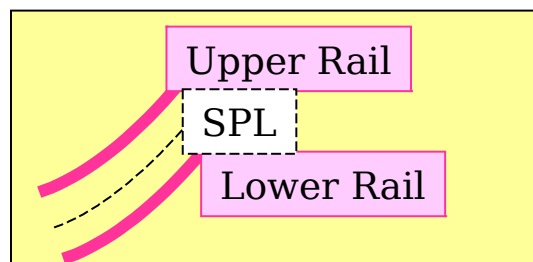
## Standard Pay Line (SPL)

- Relationship between contribution (OCS) and salary.
- Tracks from the lowest pay, GS-1 Step 1, to the highest pay, GS-15 Step 10.
- Increased annually in accordance with the GS pay increase.



# Normal Pay Range and Standard Pay Line Chart

GS 1 Step 1 = \$14,757  
 $\$14,757 \times 1.0200427 = \$15,053$   
 $\$15,053 \times 1.0200427 = \$15,354$   
 etc.



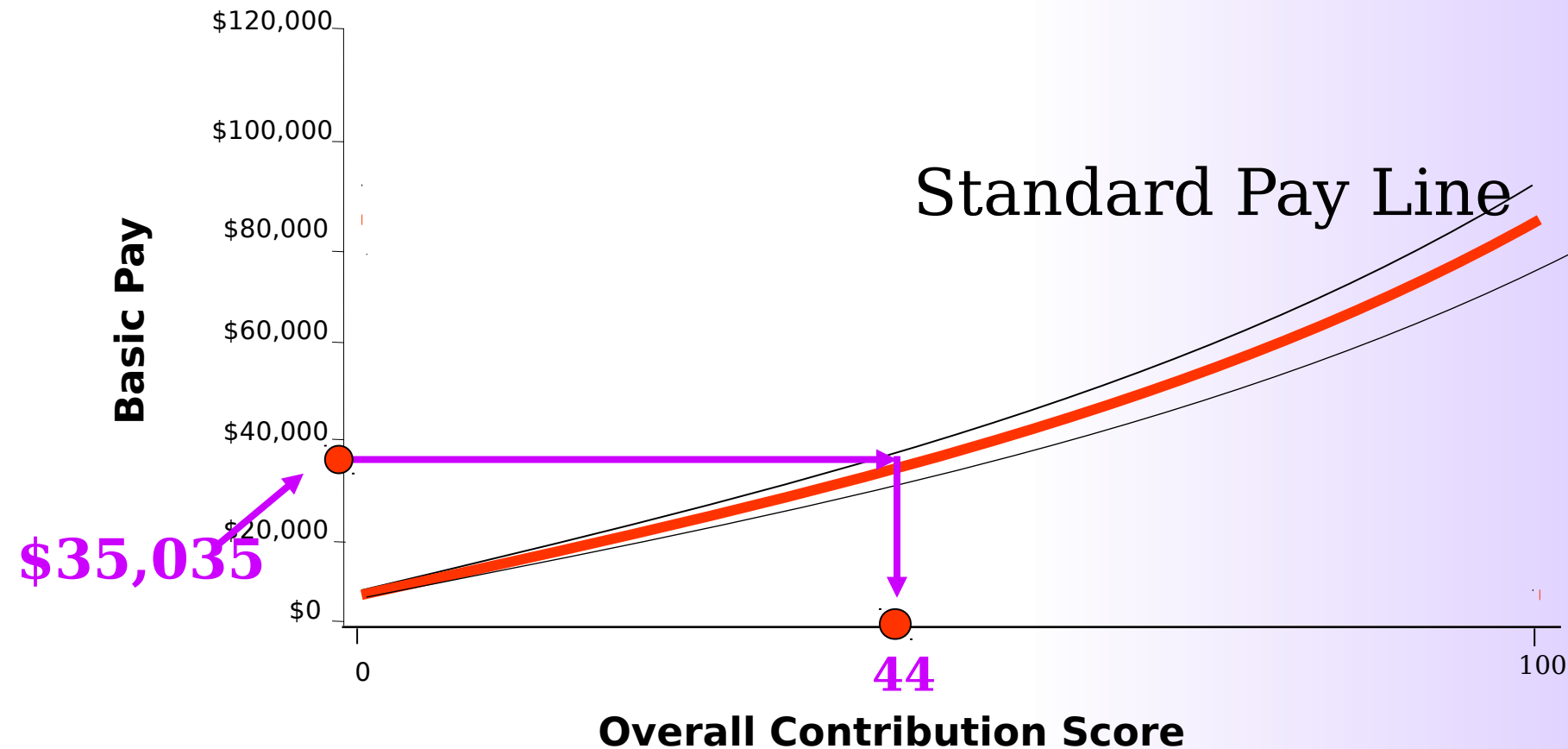
Normal Pay Range and Standard Pay Line for 2002 (Based on 3.6% Increase)			
OCS	SPL	*0.92 Lower Rail	*1.08 Upper Rail
0	14757	13576	15938
1	15053	13849	16257
2	15354	14126	16583
3	15662	14409	16915
39	31997	29438	34557
40	32639	30028	35250
41	33293	30629	35956
42	33960	31243	36677
43	34641	31869	37412
44	35335	32508	38162
45	36043	33160	38927
46	36766	33824	39707
47	37503	34502	40503
48	38254	35194	41315
49	39021	35899	42143
50	39803	36619	42987
98	103180	94926	111435
99	105248	96828	113668
100	107358	98769	115946

For complete SPL Chart  
 Go to <http://dacm.rdaisa.army.mil>

## Five Basic CCAS Concepts

- Eligibility for Compensation
- Normal Pay Range – Rail Position
- Expected Level of Contribution

# Expected Level of Contribution



Base Pay of 35,035 = Expected OCS score

**Contribution Level**



# Expected Level of Contribution

## Base Salary is **\$35,035**

Normal Pay Range and Standard Pay Line for 2002  
(Based on 3.6% Increase)

	OCS	SPL	*0.92 Lower Rail	*1.08 Upper Rail
	0	14757	13576	15938
	1	15053	13849	16257
	2	15354	14126	16583
	3	15662	14409	16915
	39	31997	29438	34557
	40	32639	30028	35250
	41	33293	30629	35956
	42	33960	31243	36677
	43	34641	31869	37412
	44	35335	32508	38162
	45	36043	33160	38927
	46	36766	33824	39707
	47	37503	34502	40503
	48	38251	35093	41315
	49	39003	35693	42143
	50	39803	36619	42987
	98	103180	94926	111435
	99	105248	96828	113668
	100	107358	98769	115946

Find the closest dollar amount in the SPL column to the employee's base salary

**Expected Level of Contribution is 44**

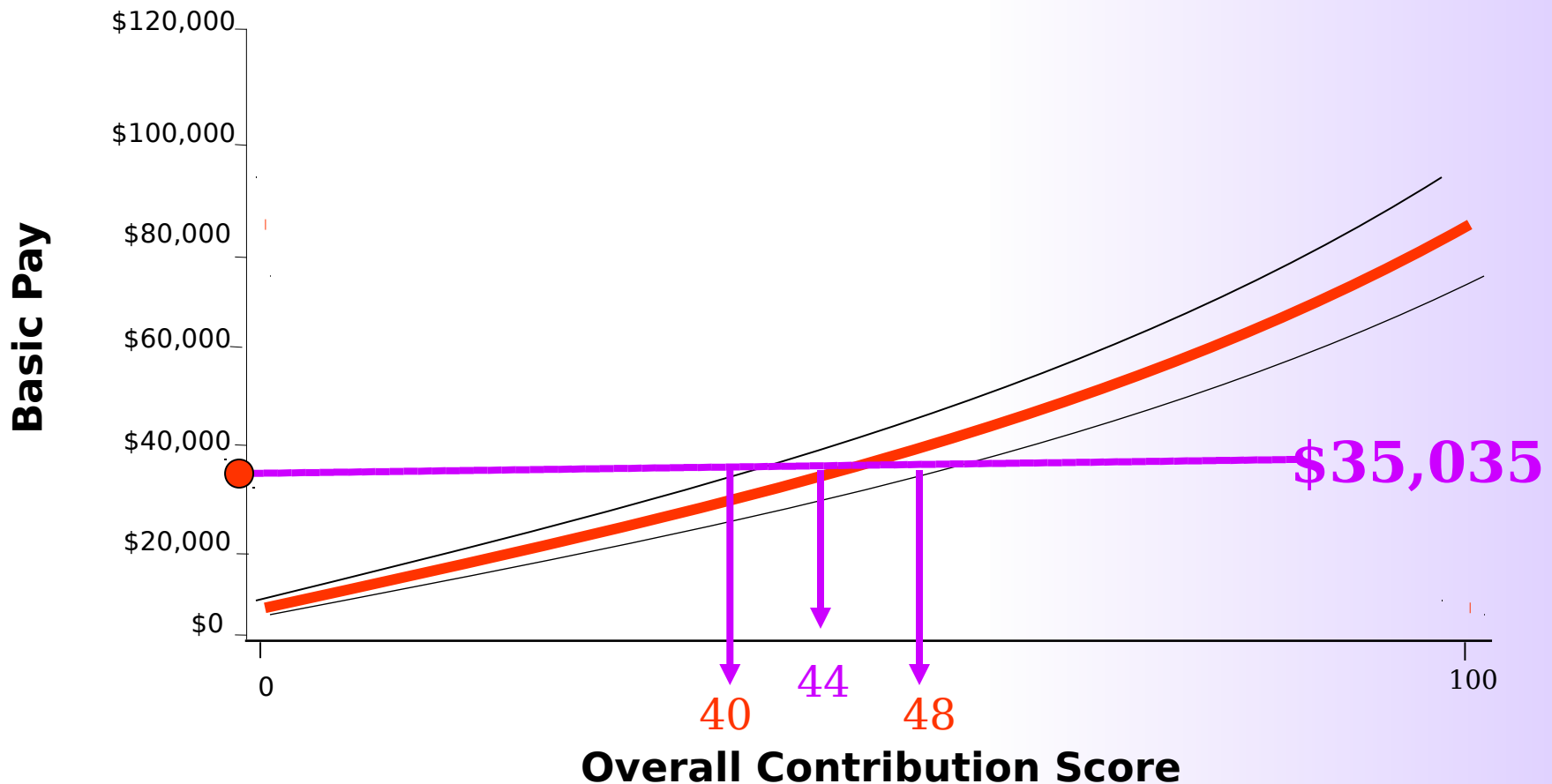
OCS 43  
\$35,035  
-\$34,644  
\$ 391

OCS 44  
\$35,335  
-\$35,035  
\$ 300

The NPR and SPL Table is updated annually upon the effective date of the General Schedule Pay Tables. For the current Table, go to or click on

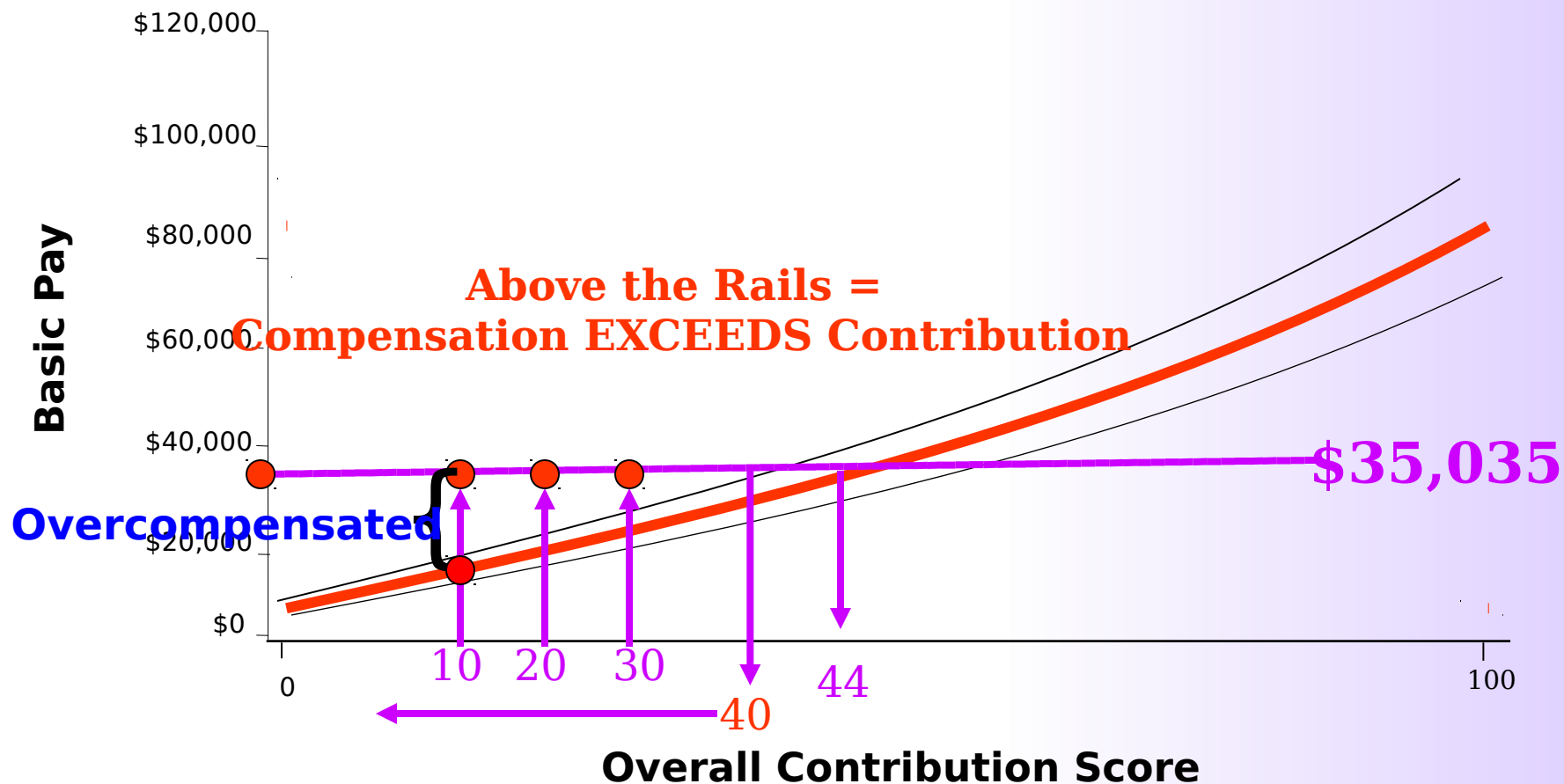
<http://dacm.rdaisa.army.mil>

# What is the approximate OCS range to remain within the region where compensation matches demand?

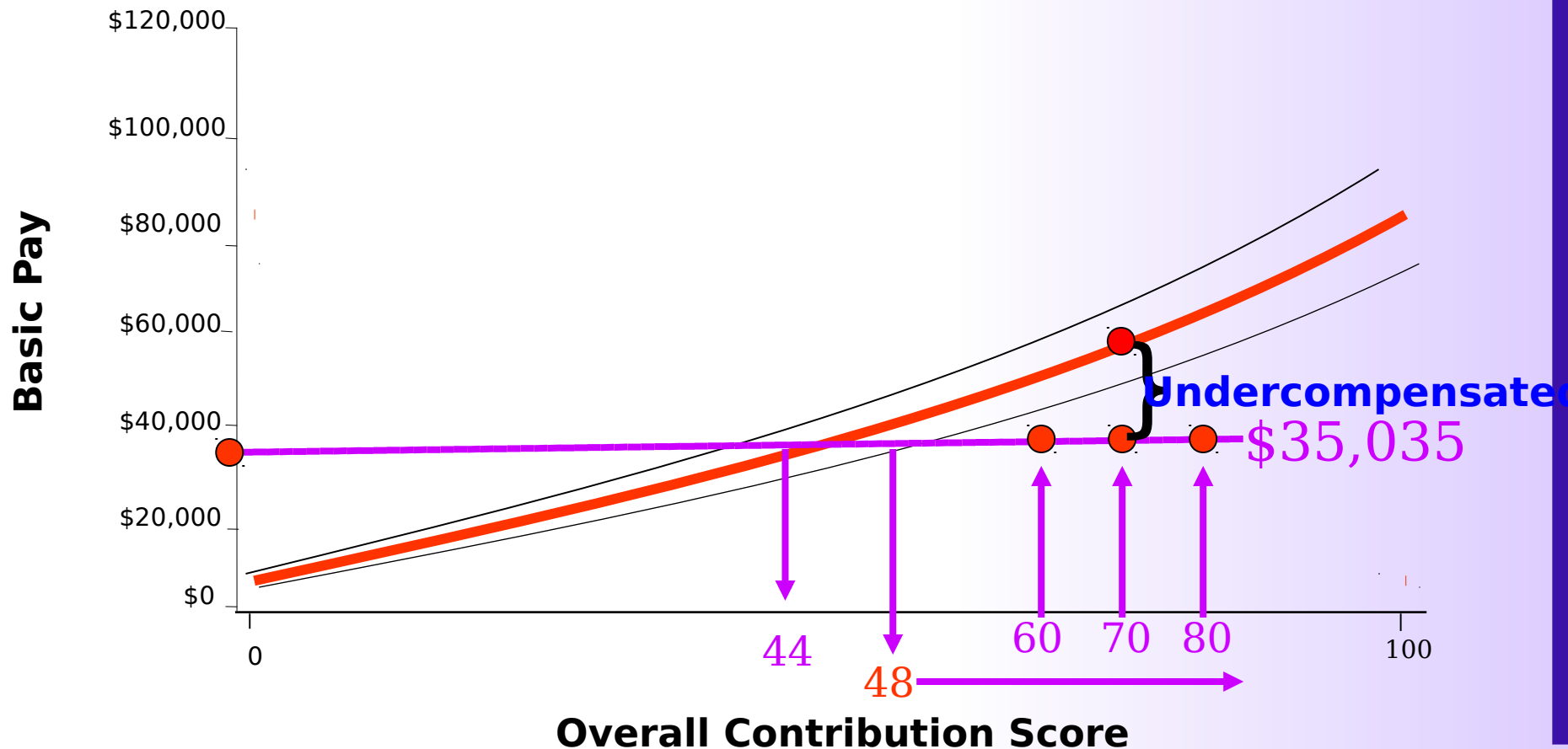


**Your Contribution will match your compensation if you receive an OCS score between 40 and 48.**

# An OCS less than 40...

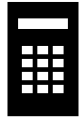


# An OCS greater than 48...



**Below the Rails =  
Contribution EXCEEDS Compensation**

# OCS Calculator



At the following website, you will find an **OCS calculator** that will calculate your expected level of contribution score for this year.

<http://dacm.rdaisa.army.mil>

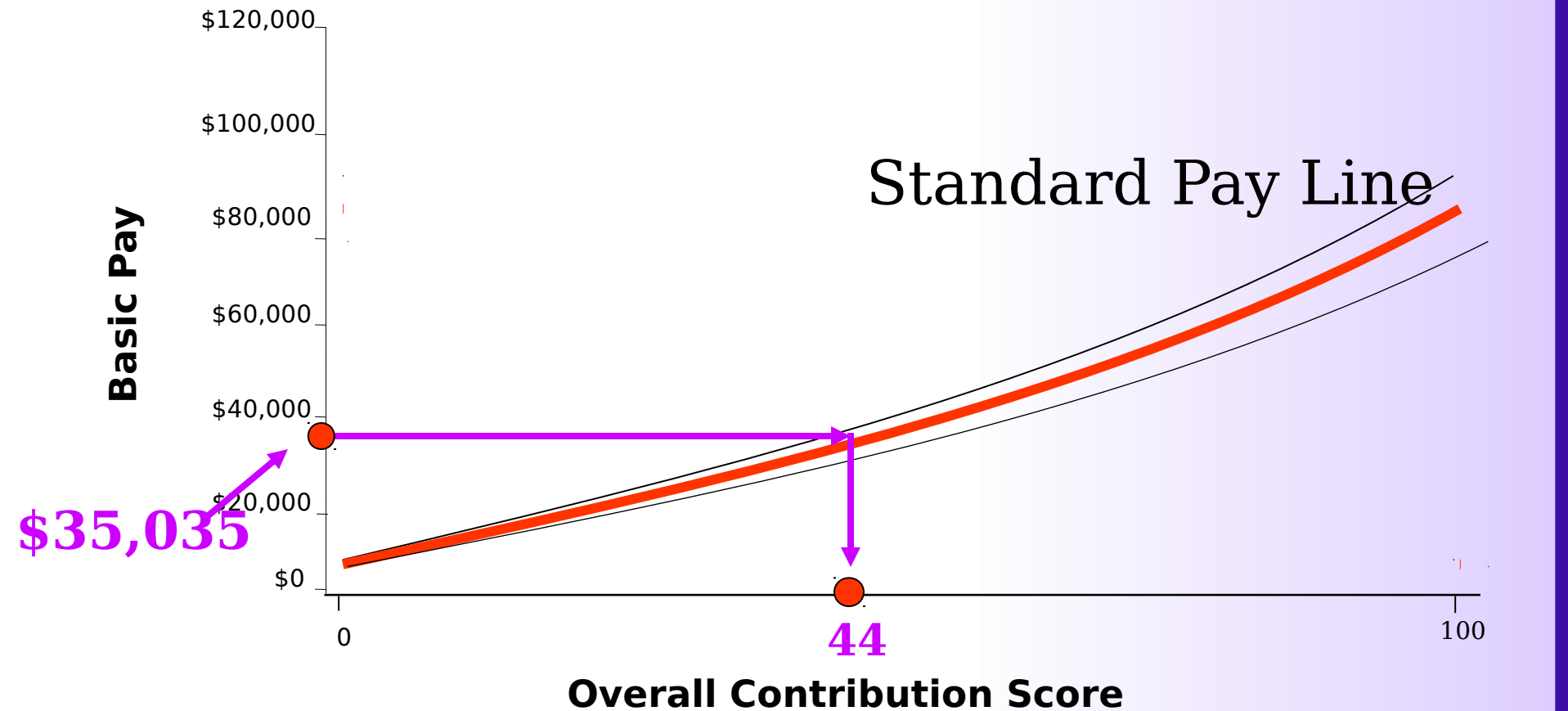
## Five Basic CCAS Concepts

- Eligibility for Compensation
- Normal Pay Range – Rail Position
- Expected Level of Contribution
- Delta OCS and Delta Salary

# Delta OCS and Delta Salary

- Delta OCS =  
The difference between my expected score, which is based on my salary, and the OCS score that is finalized by the pay pool panel.
- Delta Salary =  
The difference between my current base salary and what my salary should be based on my overall contribution score (OCS).

# Expected Level of Contribution

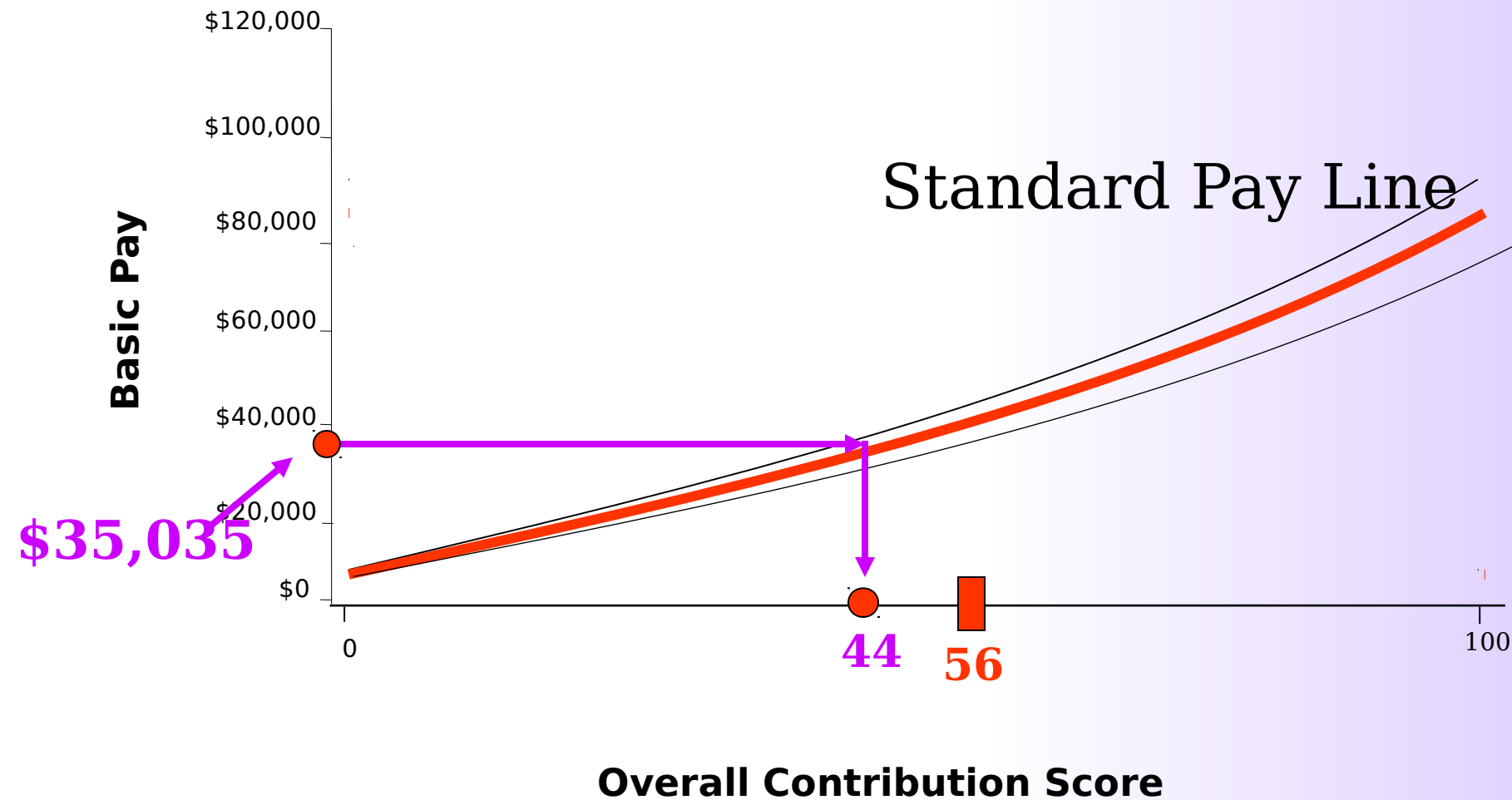


Base Pay of \$35,035 = Expected OCS score

**Contribution Level**



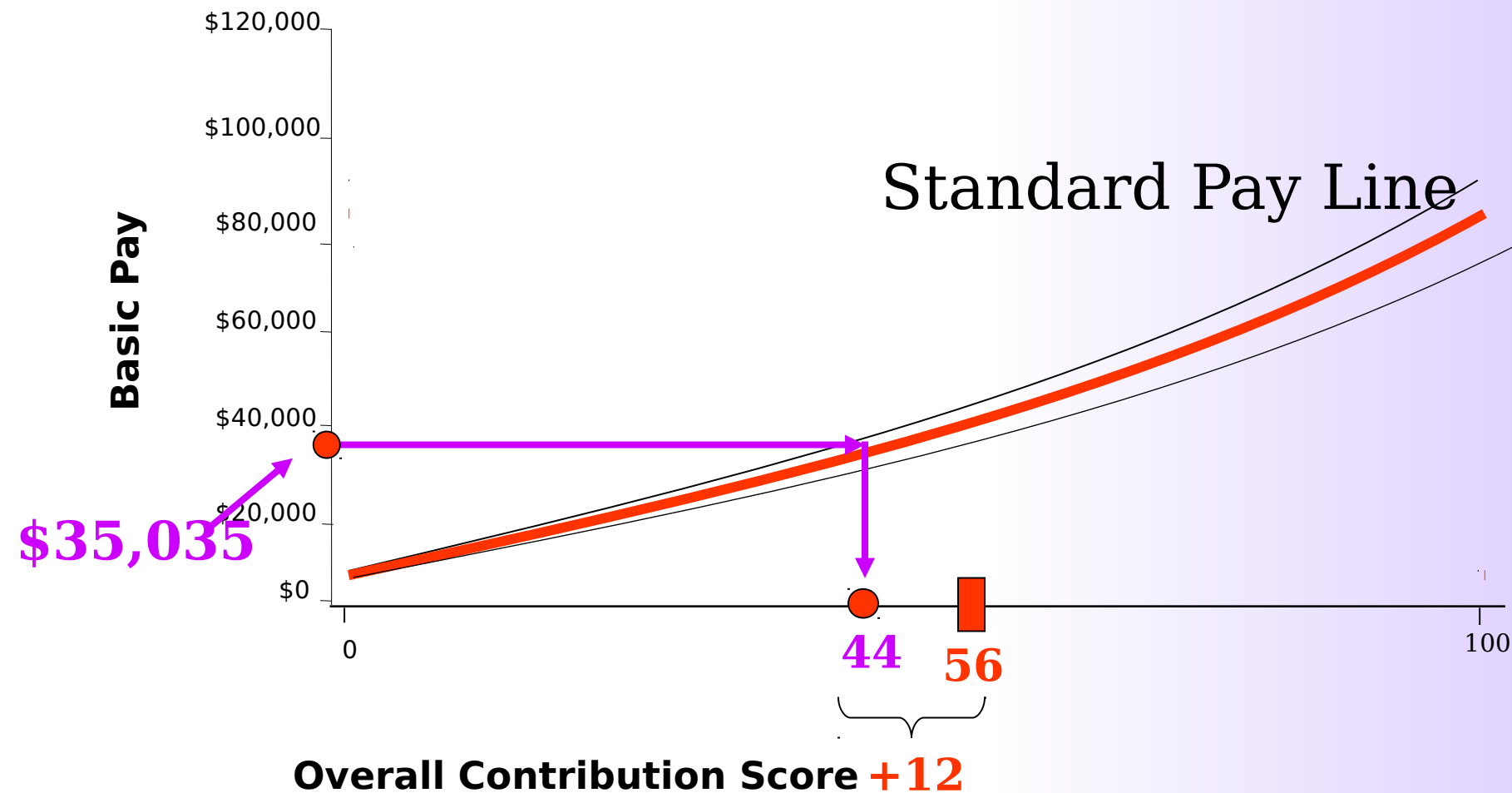
# Pay Pool Panel Approves an OCS score of 56





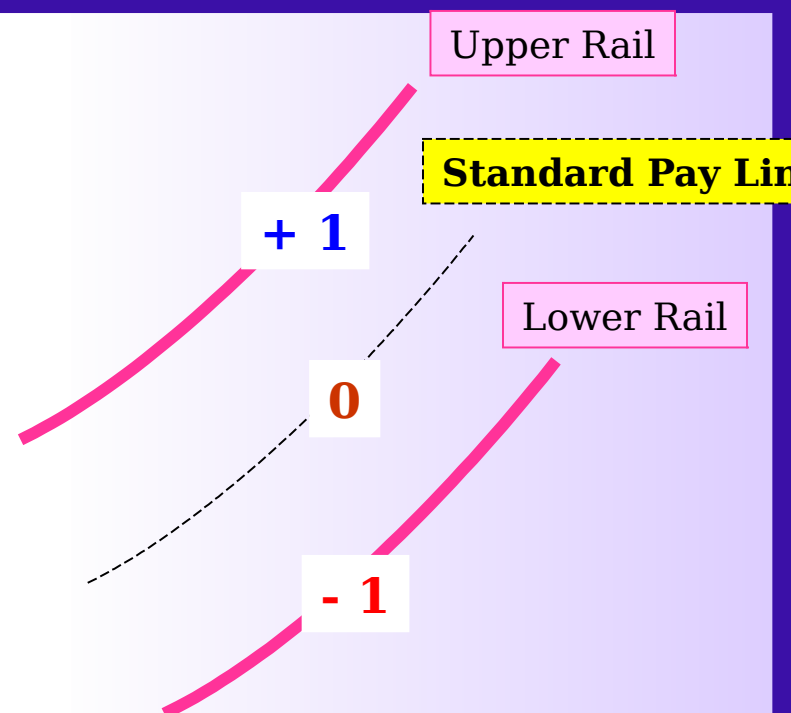
OCS Score **56** - Expected Score **44** = Delta

OCS **+12**



# Target Salary

OCS	SPL	*0.92 Lower Rail	*1.08 Upper Rail
39	\$31,997	\$29,438	\$34,557
40	\$32,639	\$30,028	\$35,250
41	\$33,293	\$30,629	\$35,956
42	\$33,960	\$31,243	\$36,677
43	\$34,641	\$31,869	\$37,412
44	\$35,335	\$32,508	\$38,162
45	\$36,043	\$33,160	\$38,927
46	\$36,766	\$33,824	\$39,707
47	\$37,503	\$34,502	\$40,503
48	\$38,254	\$35,194	\$41,315
49	\$39,021	\$35,899	\$42,143
50	\$39,803	\$36,619	\$42,987
51	\$40,601	\$37,353	\$43,849
52	\$41,414	\$38,101	\$44,728
53	\$42,245	\$38,865	\$45,624
54	\$43,091	\$39,644	\$46,539
55	\$43,955	\$40,439	\$47,471
56	\$44,836	\$41,249	\$48,423
57	\$45,735	\$42,076	\$49,393



OCS 56 = Upper Rail  
\$48,423

Expected OCS 56 =  
\$44,836

Delta Salary = \$4,587

Expected OCS 56 = SPL  
\$44,836

Delta Salary = \$00

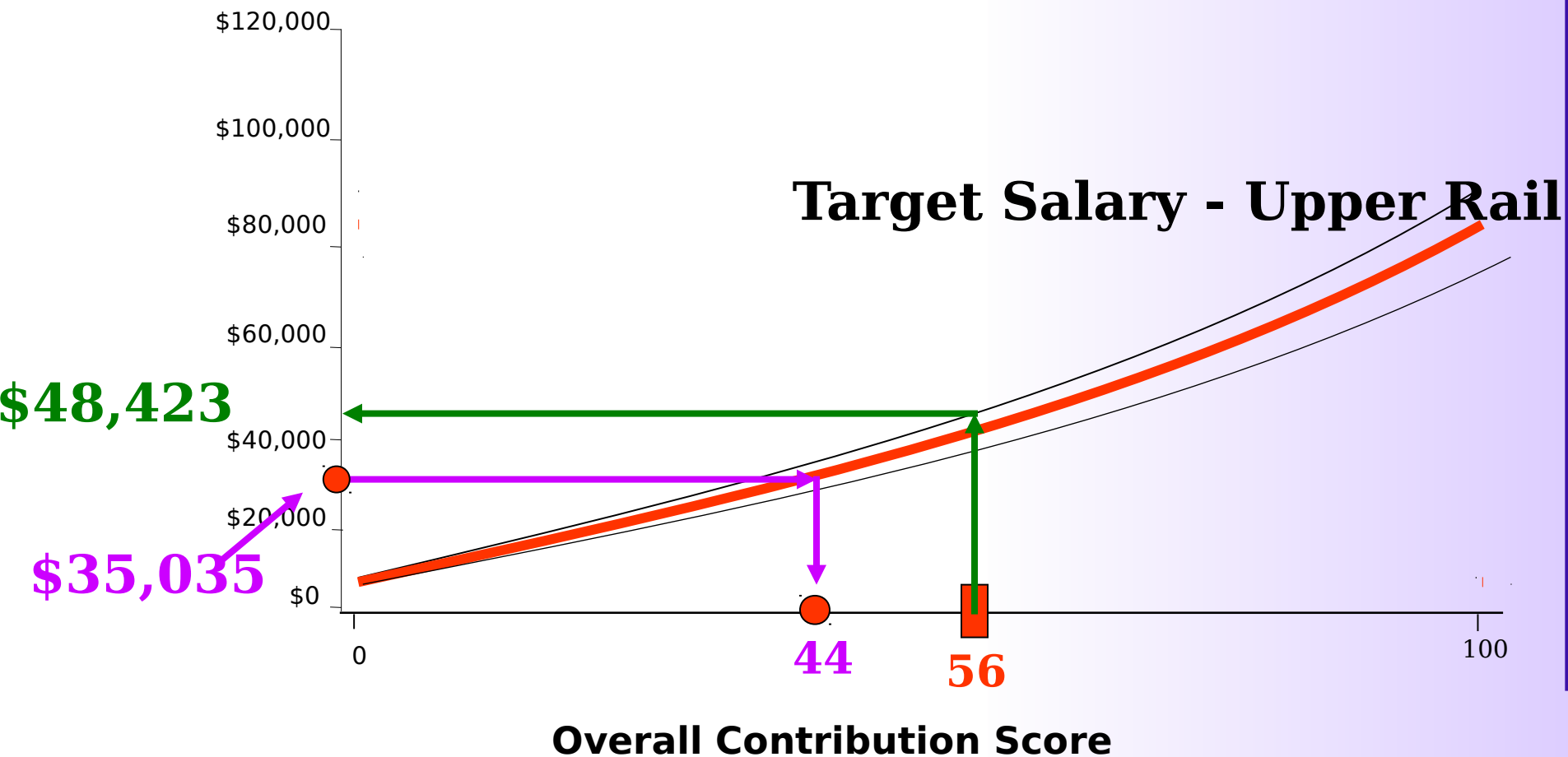
Target Salary:

Beta +1 (Upper Rail) - Target salary is \$48,423

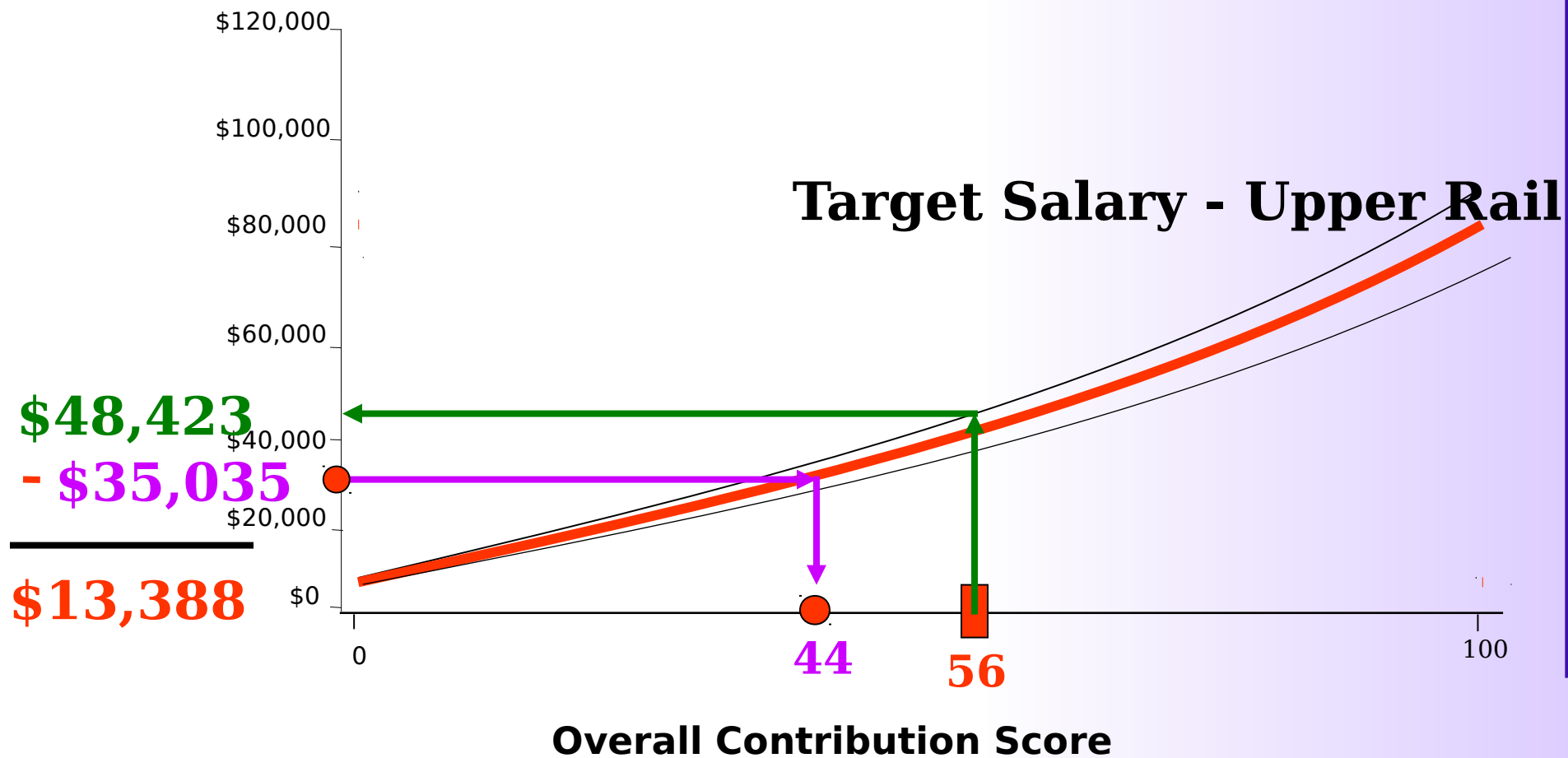
Beta 0 (SPL) - Target salary is \$44,836.

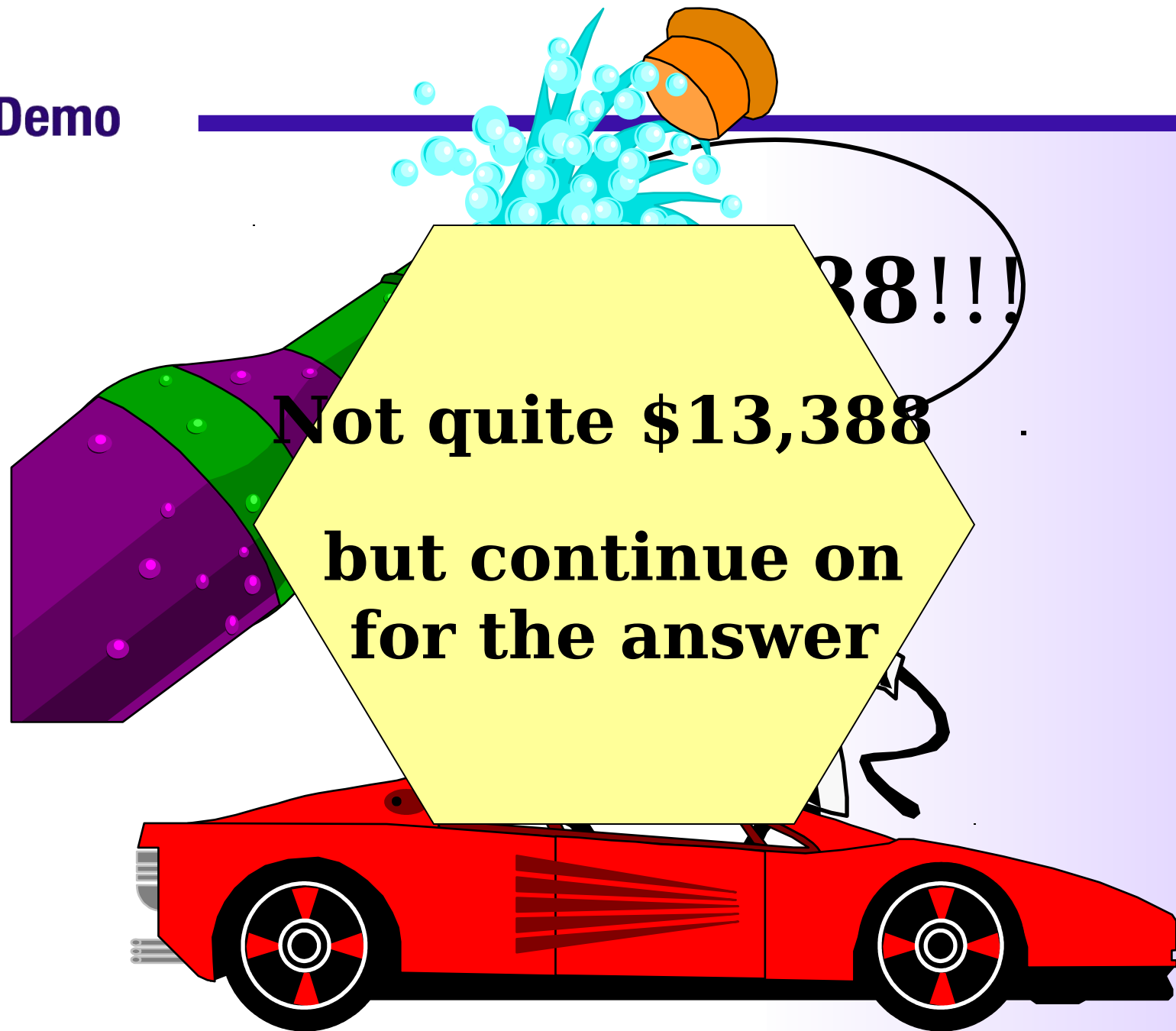
Beta -1 (Lower Rail) - Target salary is \$41,249.

# OCS Score of 56 Target Salary is \$48,423



# OCS Salary - Base Salary = Delta Salary

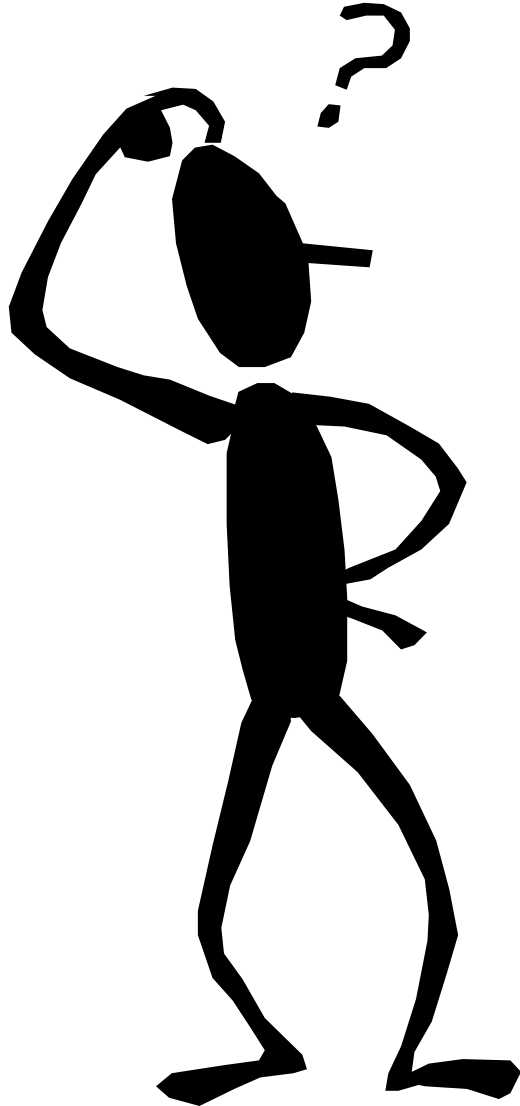




## Five Basic CCAS Concepts

- Eligibility for Compensation
- Normal Pay Range – Rail Position
- Expected Level of Contribution
- Delta OCS and Delta Salary

# How much of that **\$13,388** do I actually get?



Answer:

Depends on how much money is in the pay pool for Pay Raises (CRI) and Awards (CA).

Well, how much is that?  
Let's find out...



# How Much of the Delta Salary Do I Get?

1. *Determine Who is in the Pay Pool as of the End of the Rating Period on **September 30**.*

Name	Career Path	Broadband Level	2002 Maximum Salary for Broadband Level	2002 Base Salary	Expected OCS
Munro, Cora	NH	IV	107357	107357	100
Lund, Ilisa	NH	III	77229	67765	77
Blaine, Rick	NH	IV	107357	87000	89
Poe, Nathaniel	NH	III	77229	74553	82
Martin, Benjamin	NK	III	49324	35035	44
Sayer, Rose	NK	III	49324	39700	50
Parker, Peter	NH	III	77229	49362	61
Wayne, Bruce	NH	III	77229	49917	61
Allnutt, Charles	NJ	III	54135	50135	62
Young, Joe	NJ	IV	77229	74553	82
Total Base Salary				635377	

2. *Add All the Base Salaries for the Pay Pool's Total Base Salary.*

**Total Base Salary = \$635,377**

# How Much of the Delta Salary Do I Get?

3. Calculate pay pool dollars allocated for salary increases (CRI) and awards (CA) using percentages of Total Base Salary.
- Total Base Salary = \$ 635,377**

Salary Increases (CRI) – Minimum must be 2.4% for 1<sup>st</sup> year, and 2% for subsequent years

Awards (CA) - 1.3% for 1<sup>st</sup> year (90% is the min. for CA), and 1.0% for Subsequent Years

**\* These are floors - actual percentages can be set higher.**

Available Pay Pool Dollars				
Total Base Salary * CRI Funding Level = CRI Pool				
\$635,377	*	2.40%	=	\$15,249
Total Base Salary * CA Funding Level = CA Pool				
\$635,377	*	90% of 1.3%	=	\$7,434

# How Much of the Delta Salary Do I Get?

## 4. Enter the Approved OCS Scores and Delta OCS

Name	Career Path	Broadband Level	2002 Maximum Salary for Broadband Level	2002 Base Salary	Expected OCS	OCS Score	Delta OCS
Munro, Cora	NH	IV	107357	107357	100	100	0
Lund, Ilisa	NH	III	77229	67765	77	83	6
Blaine, Rick	NH	IV	107357	87000	89	84	-5
Poe, Nathaniel	NH	III	77229	74553	82	84	2
Martin, Benjamin	NK	III	49324	35035	44	56	12
Sayer, Rose	NK	III	49324	39700	50	46	-4
Parker, Peter	NH	III	77229	49362	61	64	3
Wayne, Bruce	NH	III	77229	49917	61	64	3
Allnutt, Charles	NJ	III	54185	50135	62	65	3
Young, Joe	NJ	IV	77229	74553	82	86	4
Total Base Salary				635377			

$$\text{Delta OCS} = \text{OCS Score} - \text{Expected OCS}$$

# How Much of the Delta Salary Do I Get?

*5. Determine the OCS Salary and Delta Salary and Total Positive Delta Salary.*

Name	2002 Base Salary	Expected OCS	OCS Score	OCS Salary	Delta Salary
Munro, Cora	107357	100	100	115945	8588
Lund, Ilsa	67765	77	83	82746	14981
Blaine, Rick	87000	89	84	84404	-2596
Poe, Nathaniel	74553	82	84	84404	9851
Martin, Benjamin	35035	44	56	48423	13388
Sayer, Rose	39700	50	46	39707	7
Parker, Peter	49362	61	64	56754	7392
Wayne, Bruce	49917	61	64	56754	6837
Allnutt, Charles	50135	62	65	57891	7756
Young, Joe	74553	82	86	87821	13268
Total Base Salary	635377	Total Positive Delta Salary			82068

**Current Salary - OCS Salary = Delta Salary**

# How Much of the Delta Salary Do I Get?

7. Calculate Percent of Delta Salary to be given.

Name	2002 Base Salary	Expected OCS	OCS Score	OCS Salary	Delta Salary
Munro, Cora	107357	100	100	115945	8588
Lund, Ilisa	67765	77	83	82746	14981
Blaine, Rick	87000	89	84	84404	-2596
Poe, Nathaniel	74553	82	84	84404	9851
Martin, Benjamin	35035	44	56	48423	13388
Sayer, Rose	39700	50	46	39707	7
Parker, Peter	49362	61	64	56754	7392
Wayne, Bruce	49917	61	64	56754	6837
Allnutt, Charles	50135	62	65	57891	7756
Young, Joe	74553	82	86	87821	13268
Total Base Salary	635377	Total Positive Delta Salary			82068

## Available Dollars for CRI and CA

CRI Pool / Total Positive Delta Salary = % of Delta Salary for CRI

\$ 15,249 / \$82,068 = 18.58%

CA Pool / Total Positive Delta Salary = % of Delta Salary for CA

\$ 7,434 / \$82,068 = 9.1%

# How Much of the Delta Salary Do I Get?

## 8. Calculate Approved CRI and CA Compensation.

### Employee Benjamin Martin

$$\begin{array}{rclcl} \text{Positive Delta Salary} & * & \text{Percent of Delta Salary for CRI} & = & \text{Salary} \\ \$13,388 & * & 18.58\% & = & \$2,488 \end{array}$$

$$\begin{array}{rclcl} \text{Positive Delta Salary} & * & \text{Percent of Delta Salary for CA} & = & \text{Award} \\ \$13,388 & * & 9.1\% & = & \$1,213 \end{array}$$

# How Much of the Delta Salary Do I Get?

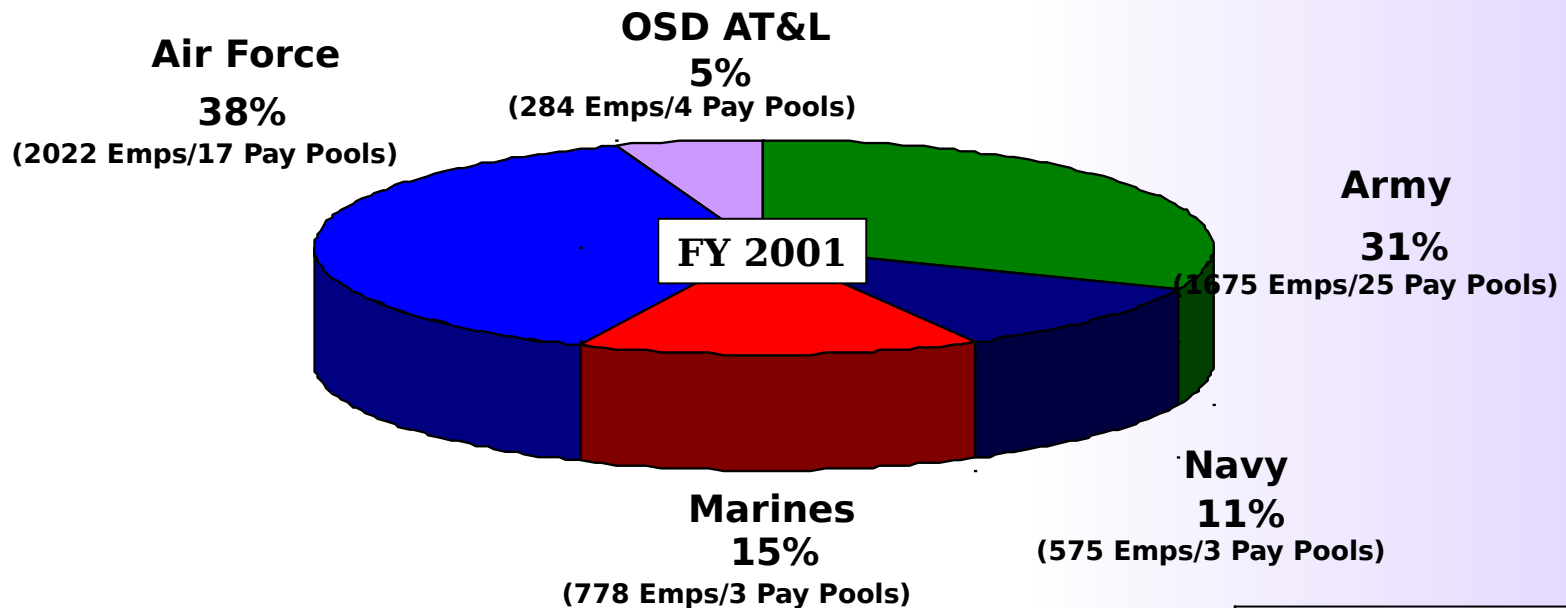
Name	2002 Base Salary	Expected OCS	OCS Score	OCS Salary	Delta Salary	CRI	CA
Munro, Cora	107357	100	100	115945	8588	1596	778
Lund, Ilisa	67765	77	83	82746	14981	2784	1357
Blaine, Rick	87000	89	84	84404	-2596	0	0
Poe, Nathaniel	74553	82	84	84404	9851	1830	892
Martin, Benjamin	35035	44	56	48423	13388	2488	1213
Sayer, Rose	39700	50	46	39707	7	1	1
Parker, Peter	49362	61	64	56754	7392	1374	670
Wayne, Bruce	49917	61	64	56754	6837	1270	619
Allnutt, Charles	50135	62	65	57891	7756	1441	703
Young, Joe	74553	82	86	87821	13268	2465	1202
Total Base Salary	635377	Total Positive Delta Salary			82068	15249	7434

**Plus General Pay Increase, if eligible, and Locality Pay**

# **AcqDemo CCAS Results 1999 to 2001 (Three Rating Cycles)**



# AcqDemo Population Profile



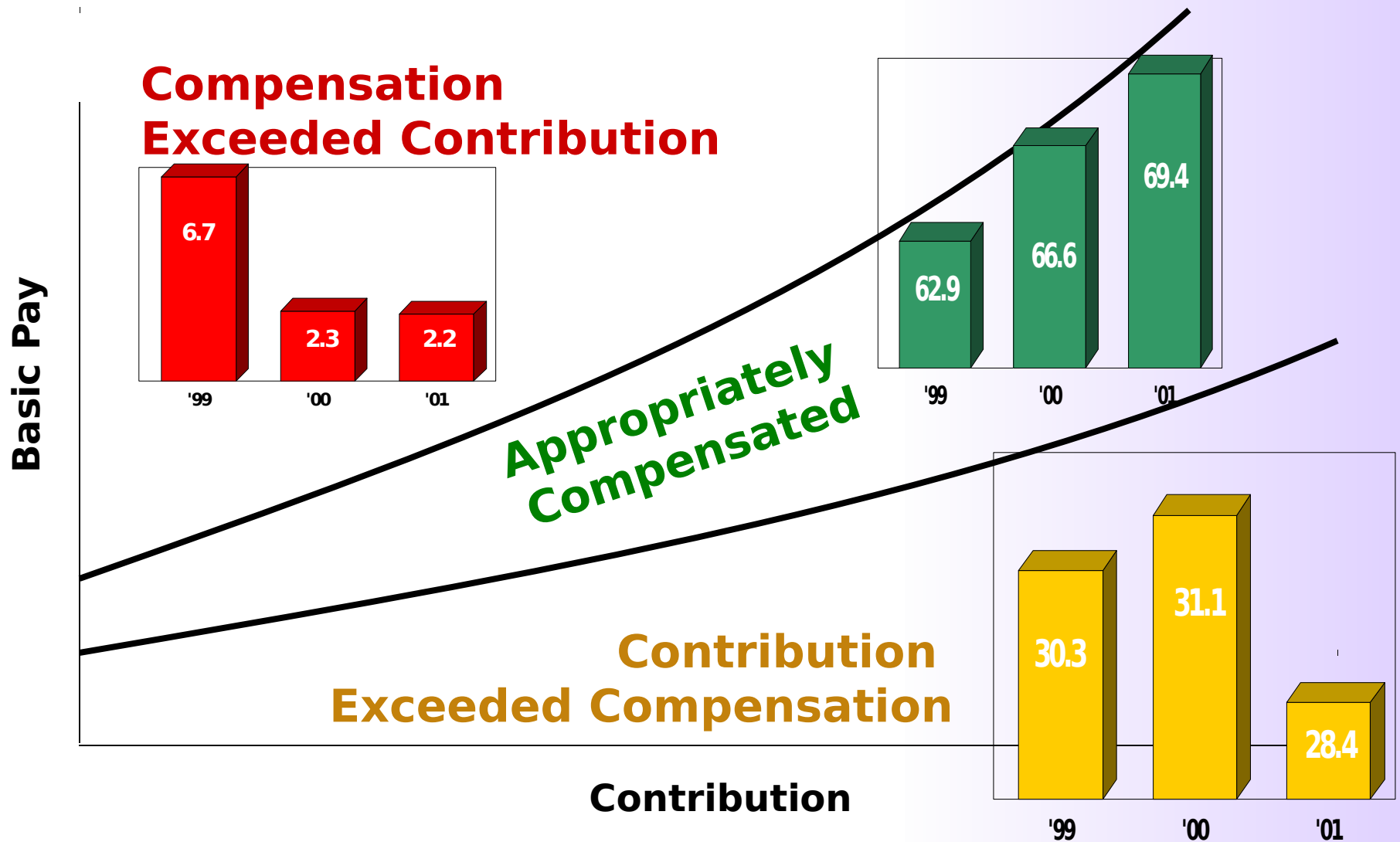
## Total Employees

**FY 1999: 4701**

**FY 2000: 5083**

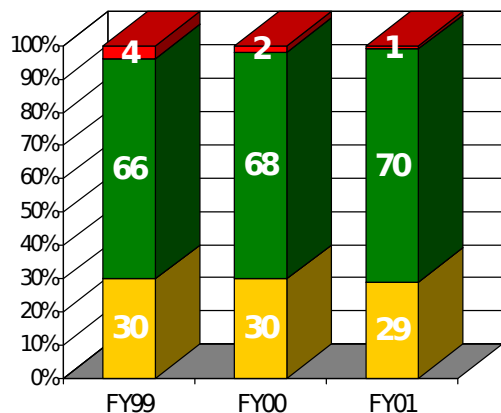
**FY 2001: 5334**

# Category Distributions (%)

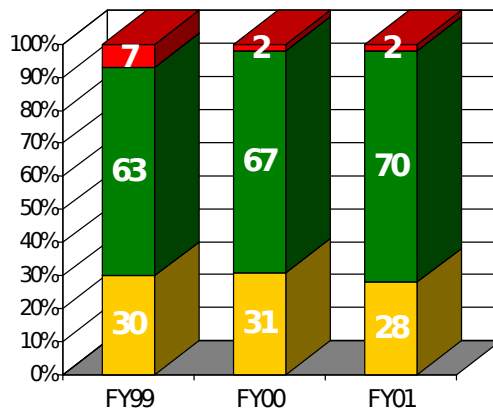


# Category Distributions

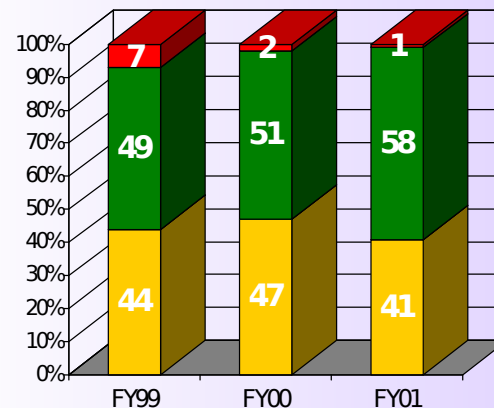
Army



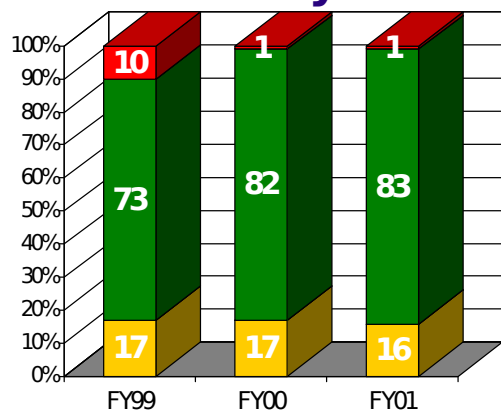
AcqDemo



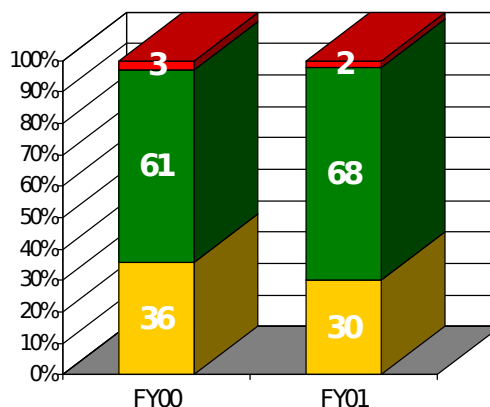
Marines



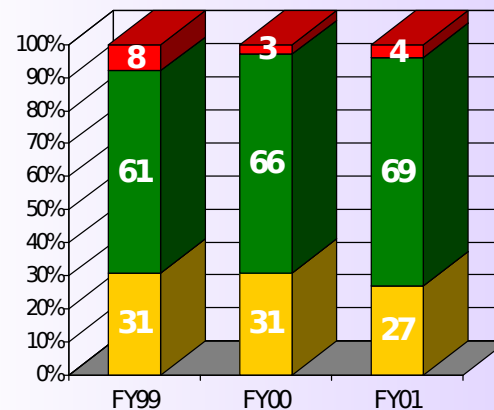
Navy



OSD



Air Force



Over Compensated

Appropriately Compensated

Under Compensated

# General Pay Increase (GPI) - Withheld \*

	1999	2000	2001
<b>Over Compensated</b>	<b>291</b>	<b>103</b>	<b>99</b>
No GPI	207	82	92
Partial GPI	64	4	4
Full GPI	20	14	3
<b>Total Withheld Carried Over to CRI</b>	<b>\$541,451</b>	<b>\$147,384</b>	<b>\$164,642</b>

**\*Excludes employees on retained pay**

<b>Retained Pay Employees (1/2 GPI)</b>	<b>25</b>	<b>13</b>	<b>18</b>
---	-----------	-----------	-----------

# Average Payouts FY 1999 - 2001

## Contribution Rating Increase \$ All Participants

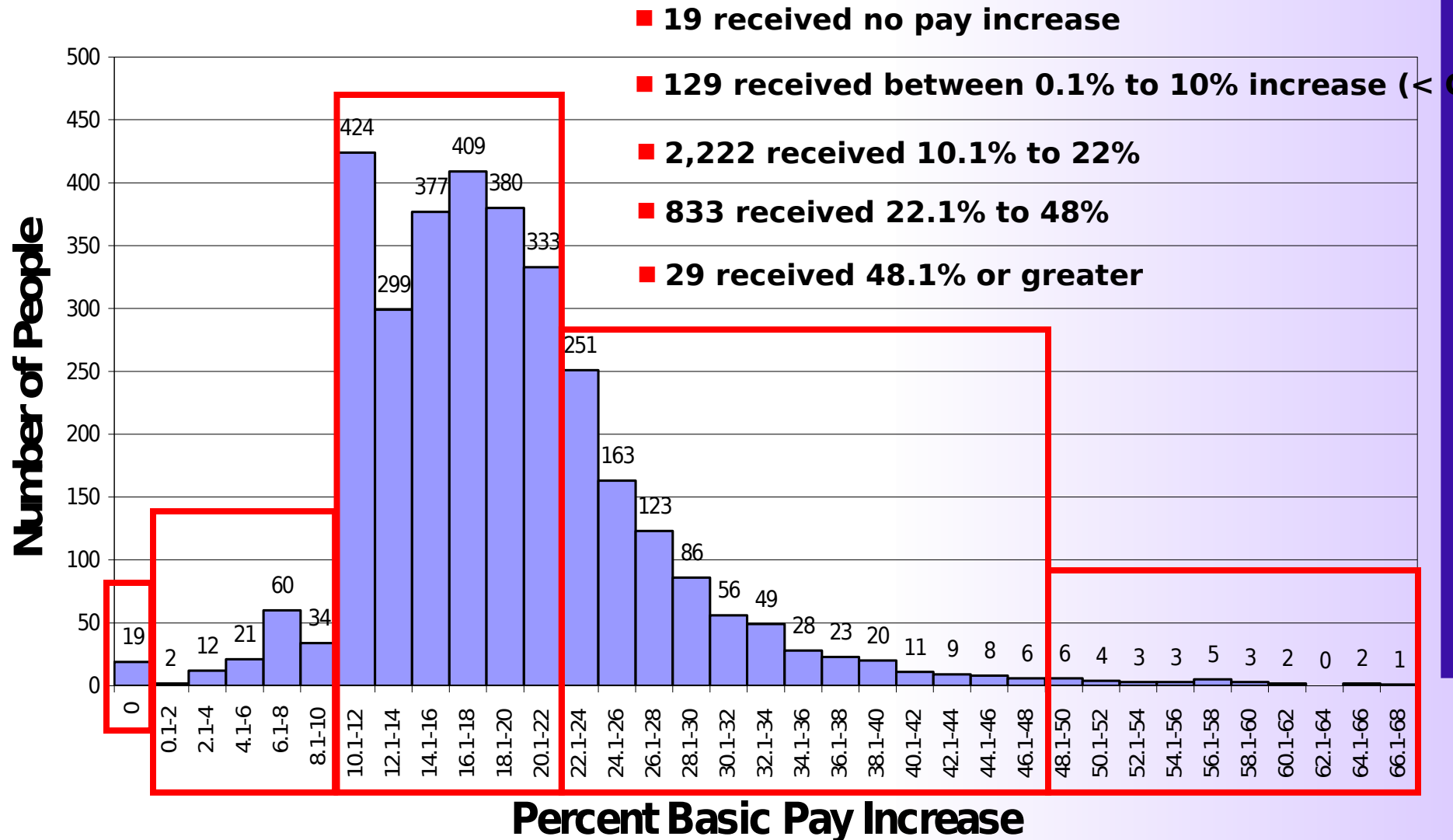
	<u>FY 1999</u>	<u>FY 2000</u>	<u>FY2001</u>
Army	\$1,507 (2.70%)	\$1,640 (2.81%)	\$1,907 (3.09%)
Navy	\$1,504 (2.39%)	\$1,217 (1.80%)	\$1,293 (1.81%)
Air Force	\$1,265 (2.86%)	\$1,251 (2.70%)	\$1,332 (2.77%)
Marines	\$1,463 (2.87%)	\$1,439 (2.59%)	\$1,689 (2.96%)
OSD	NA	\$1,364 (1.88%)	\$1,140 (1.56%)

## Contribution Award \$

**AcqDemo** **\$1,399 (2.14%)** **All Participants** **\$1,396 (2.57%)**

	<u>FY 1999</u>	<u>FY 2000</u>	<u>FY2001</u>
Army	\$1,397 (2.26%)	\$1,806 (2.78%)	\$2,054 (3.06%)
Navy	\$1,108 (1.64%)	\$1,133 (1.60%)	\$1,209 (1.60%)
Air Force	\$705 (1.56%)	\$788 (1.60%)	\$817 (1.61%)
Marines	\$933 (1.73%)	\$1,339 (2.22%)	\$1,605 (2.60%)
OSD	NA	\$1,781 (2.12%)	\$2,077 (2.32%)

# 3-Year Basic Pay Increase (%) From CCAS Only



# High Contribution Equals High Reward

## High Contributor Raises [ $\geq$ GPI + Promotion (6.7%)]

	<b>1999</b> ( $\geq 10.5\%$ )	<b>2000</b> ( $\geq 9.4\%$ )	<b>2001</b> ( $\geq 10.3\%$ )
<b>Army</b>	60 (1.4%)	70 (4.4%)	107 (6.4%)
<b>Navy</b>	59 (9.3%)	17 (2.9%)	7 (1.2%)
<b>Air Force</b>	193 (9.5%)	134 (6.7%)	169 (8.5%)
<b>Marine Corps</b>	32 (5.6%)	46 (7.6%)	58 (7.5%)
<b>OSD</b>	NA	9 (3.2%)	6 (2.1%)
<b>Total</b>	344 (7.3%)	276 (5.4%)	347 (6.5%)

## Largest Raise Dollars (CRI + GPI)

	<b>1999</b>	<b>2000</b>	<b>2001</b>
<b>Army</b>	\$10,699	\$17,063	\$17,135
<b>Navy</b>	\$11,294	\$11,334	\$9,893
<b>Air Force</b>	\$14,630	\$10,612	\$15,699
<b>Marine Corps</b>	\$10,878	\$12,529	\$11,737
<b>OSD</b>	N/A	\$9,372	\$12,436

## Largest Award Dollars (CA)

	<b>1999</b>	<b>2000</b>	<b>2001</b>
<b>Army</b>	\$9,008	\$13,346	\$14,606
<b>Navy</b>	\$5,709	\$7,660	\$7,605
<b>Air Force</b>	\$7,119	\$7,000	\$8,500
<b>Marine Corps</b>	\$15,622	\$14,851	\$15,769
<b>OSD</b>	N/A	\$12,374	\$10,000

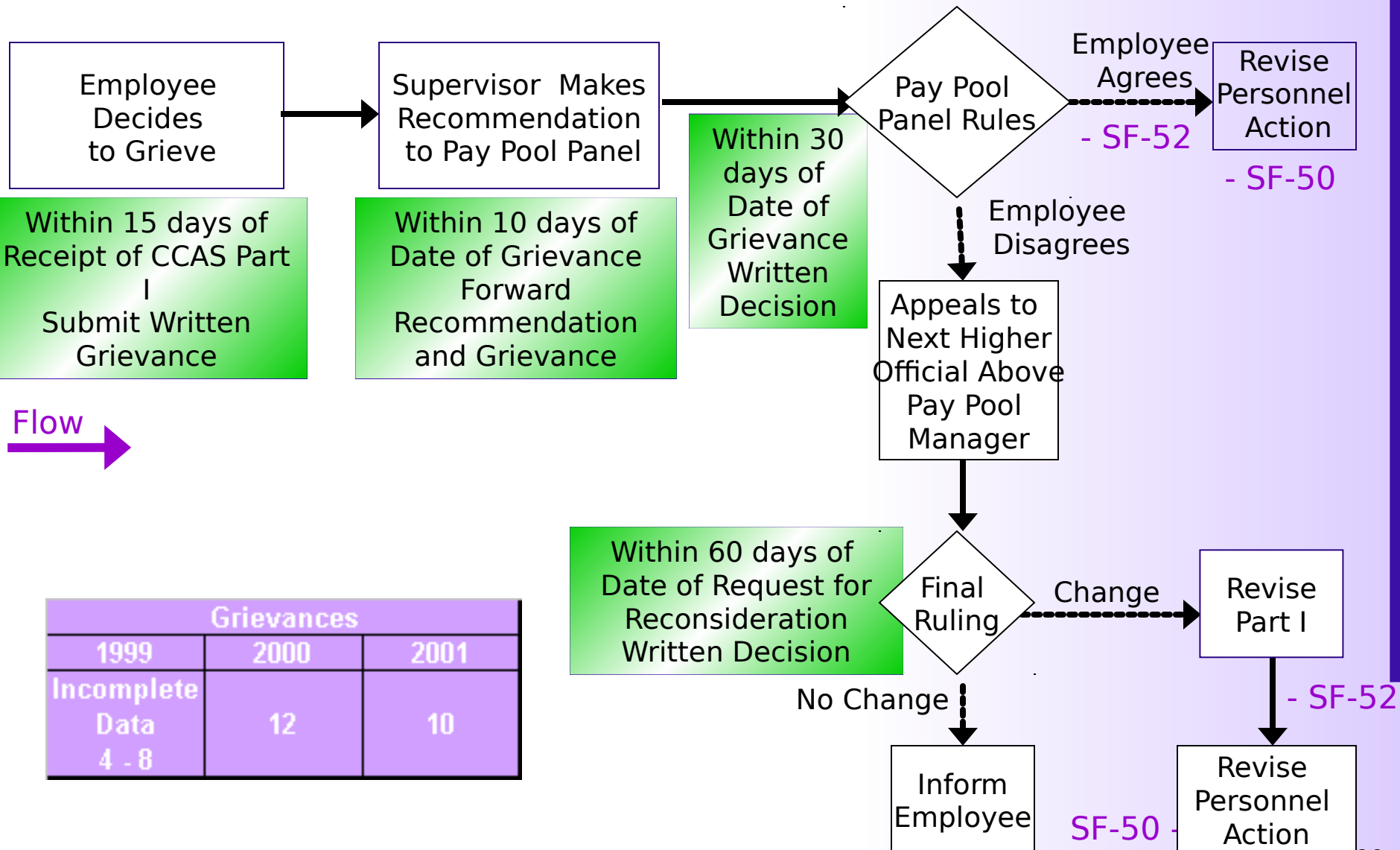
# **Grievance Policy and Procedures**



# CCAS Grievance Process

- Employee may grieve:
  - OCS
  - General Pay Increase
  - CRI
  - CA
- Bargaining Unit employees follow negotiated agreement, if any; if not
- Non-Bargaining Unit employees follow established administrative procedures, with supplemental instructions.

# Grievance Process Administrative Procedures



# Determining GS Equivalency

# Determining GS Equivalency

- **Going to a Non-AcqDemo Position**
  - Losing agency converts employee to GS grade & step
  - Pay setting is the responsibility of the gaining agency
- **Centralized Selection Boards, Training and Education, Applying for non-AcqDemo vacancy announcements**
- **If the Demonstration Ends**
  - Convert the employee to an equivalent GS rate of pay
  - Pay is determined prior to any other action

## Determining GS Equivalency

- Step 4 rule - compare AcqDemo salary to the highest grade in the broadband level and step 4 of that highest grade
- The Step 4 rule will be used anytime an employee is seeking a position where a GS Equivalency is needed or to a lab demo position.

# Determining GS Equivalency

**2002 General Schedule**  
INCORPORATING A 3.60% GENERAL INCREASE  
Effective January 2002

Within  
Grade  
Increase

GS	1	2	3	4	5	6	7	8	9	10	Amount
1	\$ 14,757	\$ 15,249	\$ 15,740	\$ 16,228	\$ 16,720	\$ 17,009	\$ 17,492	\$ 17,981	\$ 18,001	\$ 18,456	VARIES
2	\$ 16,592	\$ 16,985	\$ 17,535	\$ 18,001	\$ 18,201	\$ 18,736	\$ 19,271	\$ 19,806	\$ 20,341	\$ 20,876	VARIES
3	\$ 18,103	\$ 18,706	\$ 19,309	\$ 19,912	\$ 20,515	\$ 21,118	\$ 21,721	\$ 22,324	\$ 22,927	\$ 23,530	\$603
4	\$ 20,322	\$ 20,999	\$ 21,676	\$ 22,353	\$ 23,030	\$ 23,707	\$ 24,384	\$ 25,061	\$ 25,738	\$ 26,415	\$677
5	\$ 22,737	\$ 23,495	\$ 24,253	\$ 25,011	\$ 25,769	\$ 26,527	\$ 27,285	\$ 28,043	\$ 28,801	\$ 29,559	\$758
6	\$ 25,344	\$ 26,189	\$ 27,034	\$ 27,879	\$ 28,724	\$ 29,569	\$ 30,414	\$ 31,259	\$ 32,104	\$ 32,949	\$845
7	\$ 28,164	\$ 29,103	\$ 30,042	\$ 30,981	\$ 31,920	\$ 32,859	\$ 33,798	\$ 34,737	\$ 35,676	\$ 36,615	\$939
8	\$ 31,191	\$ 32,231	\$ 33,271	\$ 34,311	\$ 35,351	\$ 36,391	\$ 37,431	\$ 38,471	\$ 39,511	\$ 40,551	\$1,040
9	\$ 34,451	\$ 35,599	\$ 36,747	\$ 37,895	\$ 39,043	\$ 40,191	\$ 41,339	\$ 42,487	\$ 43,635	\$ 44,783	\$1,148
10	\$ 37,939	\$ 39,204	\$ 40,469	\$ 41,734	\$ 42,999	\$ 44,264	\$ 45,529	\$ 46,794	\$ 48,059	\$ 49,324	\$1,265
11	\$ 41,684	\$ 43,073	\$ 44,462	\$ 45,851	\$ 47,240	\$ 48,629	\$ 50,018	\$ 51,407	\$ 52,796	\$ 54,185	\$1,389
12	\$ 49,959	\$ 51,624	\$ 53,289	\$ 54,954	\$ 56,619	\$ 58,284	\$ 59,949	\$ 61,614	\$ 63,279	\$ 64,944	\$1,665
13	\$ 59,409	\$ 61,389	\$ 63,369	\$ 65,349	\$ 67,329	\$ 69,309	\$ 71,289	\$ 73,269	\$ 75,249	\$ 77,229	\$1,980
14	\$ 70,205	\$ 72,545	\$ 74,885	\$ 77,225	\$ 79,565	\$ 81,905	\$ 84,245	\$ 86,585	\$ 88,925	\$ 91,265	\$2,340
15	\$ 82,580	\$ 85,333	\$ 88,086	\$ 90,839	\$ 93,592	\$ 96,345	\$ 99,098	\$ 101,851	\$ 104,604	\$ 107,357	\$2,753

## Determining GS Equivalency

Example of an employee whose salary equals or exceeds Step 4 of the highest grade:

The individual is a Business Management & Technical Management Professional Broadband III employee with a salary of \$69,310. Highest grade in NH Broadband III is GS-13.

Conversion:

- Compare \$ 69,310 to Step 4 of highest grade in the broadband:

GS-13, Step 4 = \$65,349

\$ 69,310 > \$65,349

- Therefore, assign as GS-13
- \$69,310 is between GS-13, Step 6 pay at \$69,309 and Step 7 pay at \$71,289
- Assign Step 7 = \$71,289 plus Locality Rate
- Convert out as GS-13, Step 7

(Conversion used 2002 GS Salary Table)<sup>95</sup>

## Determining GS Equivalency

Example of an employee whose salary does not equal or exceeds Step 4 of the highest grade:

The individual is a Business Management & Technical Management Professional Broadband III employee with a salary of \$55,000. Highest grade in NH Broadband III is GS-13.

Conversion:

- Compare \$55,000 to Step 4 of highest grade in the broadband:

GS-13, Step 4 = \$65,349

\$55,000 < \$65,349

- Next compare \$55,000 to GS-12, Step 4 pay at \$54,954
- \$55,000 > \$54,954
- Therefore, assign as GS-12
- \$55,000 is between GS-12, Step 4 pay at \$54,954 and Step 5 pay at \$56,619
- Assign Step 5 = \$56,619 plus Locality Rate



# Determining GS Equivalency

## Example of an exception to the Step 4

### Rule:

The individual is a Business Management & Technical Management Professional Broadband III employee with a salary of \$65,000. Highest grade in NH Broadband III is GS-13.

### Conversion:

- Compare \$65,000 to Step 4 of highest grade in the broadband:  
GS-13, Step 4 = \$65,349  
 $\$65,000 < \$65,349$
- Therefore, assign as GS-12; **but** GS-12, Step 10 pay is \$64,944
- Since  $\$65,000 > \$64,944$ , assign as GS-13
- \$65,000 is between GS-13, Step 3 pay at \$63,369 and Step 4 pay at \$65,349
- Assign Step 4 = \$65,349 plus Locality Rate
- Convert out as GS-13, Step 4

Note: An employee will not be converted to a lower grade than the grade held by the employee immediately preceding a conversion, lateral assignment, or lateral transfer into the project, unless since that time the employee has undergone a (conversion in the 2002 GS Salary Table)

# What forms do I use to do my CCAS?

Part IV - Employee Support Form

Part III - Employee Self  
Assessment

Part II - Supervisor Assessment

Part I - CCAS Salary Appraisal

# Part IV - Employee Support Form

CONTRIBUTION-BASED COMPENSATION AND APPRAISAL SUPPORT FORM (CCAS) Part IV - Employee Support Form			
a. EMPLOYEE/RATER IDENTIFICATION			
EMPLOYEE NAME	SERIES	BROADBAND LEVEL	EXPECTED OVERALL CONTRIBUTION SCORE
SUPERVISOR NAME	ORGANIZATION		
RATING	FROM	TO	
b. VERIFICATION OF FACE-TO-FACE DISCUSSION			
The following face-to-face discussions of career path, broadband level, factors, factor weights (if any), discriminators, descriptors, expected Overall Contribution Score based on the employee's current base salary, and contribution objectives for the rating period took place.			
FACE-TO-FACE COUNSELING	DATES	EMPLOYEE'S INITIALS	SUPERVISOR'S INITIALS
INITIAL			
MID-POINT			
c. CONTRIBUTION OBJECTIVES			
The following items were discussed between the employee and the supervisor at the initial and mid-point counseling sessions.			
(1) Problem Solving:			
(2) Teamwork/Cooperation:			

The Employee lists proposed individual contribution objectives based on mission priorities, needs, and duties of his or her position.

CCAS Part IV - Employee Support Form, Page 2	EMPLOYEE NAME
(3) Customer Relations:	
(4) Leadership/Supervision:	
(5) Communication:	
(6) Resource management:	

Contribution objectives should include milestones, fiscal resources, and other measurable aspects to supplement the generic Position Requirements Document.

The following examples are actual employees' contribution objectives and self assessments from the 1999 CCAS rating cycle.

*The objectives and self assessments are from different employees and have been given fictitious names, such as Employee Iron, Employee Fish, etc.*

### Level of Interaction (Audience):

Direct and coordinate Operations Team actions in supporting the Director in interactions with Congress, DoD, JS, ARSTAF, and MACOMs. Ensure that the interactions communicate the A digitization story to the target audience. Interact with the modernization command in parallel with and support of the D

Prepares (monthly) written report on MDEP restructuring and briefs to a leadership.

Prepare and present briefings to high headquarters.

# Part III - Employee Self Assessment

PART III Employee Self Assessment		NAME:	Factor Weight:
Instruction: Provide narrative comments regarding your contribution against each contribution factor during the current year.			
Problem Solving:			_____
Teamwork/Cooperation:			_____
Customer Relations:			_____
Leadership/Supervision:			_____
Communications:			_____
Resource Management:			_____
Employee signature		Date	

Starting about September 1 of each year, the employee fills out a self-assessment which will be given to the supervisor not later than October 5.

The employee provides a bulletized description of his/her contribution against each of the evaluation factors.

The supervisor discusses this input directly with the employee between October 5 and 30 to clarify any potential discrepancy, disagreement, and/or misunderstanding.

Notes: Dates may vary by Gay Pools.

# Part III - Employee Self Assessment

**PART III** Employee Self Assessment NAME: \_\_\_\_\_

Instruction: Provide narrative comments regarding your contribution against each contribution factor during the current year.

	Factor Weight
Problem Solving: _____	_____
Teamwork/Cooperation: _____	_____
Customer Relations: _____	_____
Leadership/Supervision: _____	_____
Communications: _____	_____
Resource Management: _____	_____
Employee signature _____	Date _____

## Factor Weights:

- All factors are critical.
- At the discretion of the pay pool manager, different weights may be applied to the factors to produce a weighted average.
- Weights must be consistent within the job category (OCC Series) and applied uniformly across the pay pool.
- Employees must be advised at the beginning of the rating period.
- Weighting may not result in any factor given a weight of less than 0.5.
- For an example of Factor

# **How Do I Complete My Self Assessment?**

Modify thinking from just

**“WHAT” (the activity), “HOW” (the level of performance) and sometimes “WHO” (the customer)**

**“I provided outstanding memos to higher headqua**

**to include**

**Detailed WHAT, HOW and WHO in addition to “WHY” (the benefit helped meet the mission)**

**Remember to think in terms of cause and effect**

**“I wrote the AcqDemo Office’s quarterly status memos to the Under Secretary for Acquisition, Technology and Logistics, focusing on the need for leadership emphasis; resulted in an Under Secretary directive to components to identify and induct 30,000 new demo participants during FY 02, advancing DoD toward its 95,000 personnel goal.”**



# Part III - Employee Self Assessment

Why

**PART III** Employee Self Assessment NAME: \_\_\_\_\_ Factor Weight: \_\_\_\_\_

Instruction: Provide narrative comments regarding your contribution against each of the current year:

Problem Solving: \_\_\_\_\_

Teamwork/Cooperation: \_\_\_\_\_

Customer Relations: \_\_\_\_\_

Leadership/Supervision: \_\_\_\_\_

Communications: \_\_\_\_\_

Resource Management: \_\_\_\_\_

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

**What (Activity)**

**Who**

**Result (Contribution)**

**What (Activity)**

**Who**

**Result (Contribution)**

**Communications**

## Level of Interaction (Audience): Employee BEAR

Directed the team efforts to tell the Army digitization story to Congress, DoD, ARSTAF, and MACOMs. Result was 8-8 target audiences gained understanding and accepted operational benefits derived from the Army's digitization efforts.

## Written: Employee IRON

Did not provide self assessment.

## Oral: Employee FISH

Developed and presented briefings to MILDEP ASA (ALT) and DCG AMC which resulted in definition of workshop agenda. Proposed agenda concept was accepted with no changes. All workshop attendees benefited from appropriateness of presentations.

## Part II - Supervisor Assessment

PART II Supervisor Assessment		Factor Weight:	Factor Score:	Weighted Score:
Employee's NAME:				
Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.				
Problem Solving:		_____	_____	_____
Teamwork/Cooperation:		_____	_____	_____
Customer Relations:		_____	_____	_____
Leadership/Supervision:		_____	_____	_____
Communications:		_____	_____	_____
Resource Management:		_____	_____	_____
Signature _____		Date _____		

After receiving Part III from the employee, the supervisor completes a draft Part II, Supervisor Assessment, for each employee.

The draft assessment is completed not later than October 30 and is the basis for discussions during the annual pay pool meetings which are held prior to November 10.

After discussions and approval, the completed form becomes the basis for discussion with each

NOTE: Dates may vary by Pay Pools.

# Scoring (Categorical and Numerical)

The following examples are actual supervisor assessments from the 1999 CCAS rating cycle.

Again, these assessments are from different supervisors but are their assessments of the employees previously identified.

The first number or category appearing next to the discriminators is the supervisor's perceived contribution level for that employee's comment and the second number is the score approved by the pay pool for the factor.

For example:

Factor is *Problem Solving*

Discriminator is *Scope/Impact* **3M/67** **70**

# Point Ranges

Categorical

LEVELS		Business and Technical Professional	Technical Support	Administrative Support
		Point Range	Point Range	Point Range
IV	Very High	115	95	70
	High	96-100	79-83	
	Med	84-95	67-78	
	Low	72-83	61-66	
III	High	62-66	62-66	57-61
	Med	67-78	52-61	47-56
	Low	61-66	43-51	38-46
II	High	62-66	47-51	42-46
	M-H	51-61	41-46	
	Med	41-50	36-40	30-41
	M-L	30-40	30-35	
	Low	22-29	22-29	22-29
I	High	24-29	24-29	24-29
	Med	6-23	6-23	6-23
	Low	0-5	0-5	0-5

Numerical

Table 4. Point Ranges

# Part II - Supervisor Assessment

PART II Supervisor Assessment		Factor Weight	Factor Score	Weighted Score
Employee's NAME: _____				
Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.				
Problem Solving:	<b>Result (Contribution)</b> <b>What (Activity)</b> <b>Why</b>			
Teamwork:				
Customer Relations:	<b>What (Activity)</b> <b>Result (Contribution)</b>			
Leadership/Supervision:				
Communications:	<b>What (Activity)</b> <b>Why</b>			
Resource Management:	<b>Who</b> <b>Result (Contribution)</b>			
Signature				

## Level of Interaction (Audience):

### Employee BEAR 86 - scored 90

Contributions of an Automation Plan and internal logistics policy resulted in a logical structure process for the development of short and long range automation objectives, and the resource plan to achieve.

### Written: Employee IRON 75 -scored 75

Did not prepare written report on FPT MDEP restructuring and did not brief leadership as this work was not done.

### Oral: Employee FISH 71 - scored 71

Independently developed and presented briefings related to the Annual Army Acquisition Workshop to the Military Deputy, ASA (ALT) and Deputy Commanding General, AMC. The briefings were well received and proposed plans were approved.

# Part I - CCAS Salary Appraisal

<b>Name:</b> Rockin S Robin		<b>Appraisal Period:</b>	
<b>SSAN:</b> 123-45-6799	<b>Series:</b> 343	<b>From:</b> _____	
<b>Organization:</b> PEO	<b>Broadband Level:</b> 4	<b>To:</b> 9/30/99	

Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.

<b>Jasper P. Hawk</b> Pay Pool Manager	4/28/00 Date
_____ Supervisor Signature	_____ Date
_____ Employee Signature	_____ Date

Appraisal Detail	
Overall Contribution Score	97
Expected Score	97
Difference (Delta OCS)	0

**Employee Contribution Pay Comparison Chart**

The graph plots the Employee Appraisal relative to the standard pay line (SPL) and rails. The top and bottom lines are the **Upper and Lower Rails**. The middle line is the **SPL**. The point is the **Employee Appraisal**.

Overall Contribution Score

**Compensation Detail**

\$90,978	Current Rate of Base Pay	
+ \$ 3,458	G Increase	3.80%
+ \$ 1,531	CRI Increase	1.68%
<b>= \$95,967 New Rate of Basic Pay</b>		
+ \$8,685	Locality Pay	@ 9.05%
<b>= \$104,652 New Total Salary</b>		
\$ 747	Contribution Award	

Part I, the Summary Evaluation, is produced for each employee in December and contains the overall contribution score and space for the signature of the supervisor and the employee. The signature of the supervisor will be completed before presentation to the employee.

After discussing the evaluation with the employee, the employee will be asked to sign the form indicating that discussions occurred and a copy of the evaluation was

# CCAS Forms - Part IV, Part III,

CONTRIBUTION-BASED COMPENSATION AND APPRAISAL SUPPORT FORM (CCAS)			
Part IV - Employee Support Form			
a. EMPLOYEE/RATER IDENTIFICATION			
EMPLOYEE NAME	SERIES	BROADBAND LEVEL	EXPECTED OVERALL CONTRIBUTION SCORE
SUPERVISOR NAME		CCAS Part IV - Employee Support Form, Page 2	
RATING	FROM	(3) Customer Relations:	
b. VET			
The following face-to-face discussions, expected Overall Contribution Score, and the rating period took place.			
FACE-TO-FACE COUNSELING			
INITIAL			
MID-POINT			
The following items were			
(1) Problem Solving			
(2) Teamwork/Coo			
Resource Management:		Communications:	
Employee signature		Resource Management:	
Signature		Date	

To get the CCAS forms,  
click on  
<http://dacm.rdaisa.army.mil/>

# CCAS (3 - in - 1) Form

<b>Contribution-based Compensation and Appraisal System</b>				DoD Civilian Acquisition Workforce Personnel Demonstration Project																					
EMPLOYEE NAME (FIRST NAME, MI, LAST NAME)		EMPLOYEE SSN	DATE OF HIRE																						
EMPLOYEE'S POSITION TITLE		COMMAND	LOCATION																						
EXPECTED OCS	CAREER PATH (N1, N2 or N3)	SERIES	BROADBAND LEVEL (I, II, III or IV)	PERIOD COVERED: *																					
SUPERVISOR'S NAME		* NOTE: The CCAS rating period is October 1 through September 30. Initial counseling for is normally 30 days from the date of hire of the new employee.																							
<p>Privacy Act Statement (502a of 5 U.S.C.)</p> <p>1. AUTHORITY: Section III.D, Federal Register Notice dated January 8, 1999.</p> <p>2. PURPOSE: The primary purpose of counseling is to define organizational mission and values, discuss individual job expectations and contribution goals, reinforce good contribution/work related behavior, correct inadequate contribution/work related behavior, and enhance the Ratee's ability to meet and reach career goals. The best counseling is forward looking, concentrating on the future and what needs to be done better. Counseling should be timely. Counseling only at the end of the rating is too late since misunderstandings that impact contribution and work related behavior cannot be resolved in time for improvement before the end of the annual rating period.</p> <p>3. ROUTINE USE: The CCAS Appraisal Form will be provided to the rated individual either directly or forwarded to the rated individual. A copy will be maintained in the rated individual's Official Personnel File. This form and Part I are for organizational use only and will be returned to the rated individual after review by the supervisor and the pay pool panel. In addition, information collected on this form will be used for statistical and impact analysis of this form as an evaluation instrument. In addition as an evaluation instrument, application for some training and programs may require the completion and submission of this form.</p> <p>4. DISCLOSURE: Disclosure of the rated individual's SSN is voluntary. However, failure to verify the SSN may result in a delayed or erroneous processing of the individual's CCAS and applicable payouts, i.e., General Pay Increase, Contribution Rating Increase and Contribution Award (if eligible). Disclosure of the information in Section I, below is voluntary. However, failure to provide the information requested will result in an appraisal of the rated individual without the benefits of that individual's comments. Should the rated individual use the Privacy Act as a basis not to provide the information requested in Section I, this form will contain the rated individual's statement to that effect and be forwarded through to the pay pool panel.</p> <p>Rules for Counseling:</p> <ol style="list-style-type: none"> <li>Face-to-face counseling is required for all civilians in the Civilian Acquisition Workforce Personnel Demonstration Project.</li> <li>Use this form along a copy of the factors, discriminators, and descriptors for the rated individual's career path, i.e., N1, N2 or N3, and the Ratee's position requirements document.</li> <li>Conduct initial counseling within at least the first 30 days of each rating period and again at the midpoint of the rating period. Other informal discussions are encouraged.</li> </ol> <p>VERIFICATION OF FACE-TO-FACE DISCUSSION</p> <p>The following face-to-face discussions of career path, broadband level, factors, factor weights (if any), discriminators, descriptors, expected Overall Contribution Score based on the employee's current base salary, and contribution goals for the rating period took place:</p> <table border="1"> <thead> <tr> <th>Face-to-Face Counseling</th> <th>Dates</th> <th>Employee's Initials</th> <th>Supervisor's Initials</th> </tr> </thead> <tbody> <tr> <td>Initial</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mid-Point</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">Mid-Point Remarks:</td> </tr> <tr> <td colspan="4">Other Counseling, as needed:</td> </tr> </tbody> </table> <p>I. CURRENT YEAR'S GOALS: Initial goals are normally established a few weeks after the employee begins working for the supervisor. Thereafter, each contribution review involves two copies of this form. Results are added to the copy with previously established goals (a copy should have been retained by both parties). A fresh, clean form will also be completed to the extent of listing new goals for the upcoming year. Employee and supervisor complete appropriate sections.</p> <p>NOTE: The number of goals set for each factor is discretionary. Establish goals for all factors.</p> <p>Following are suggested guidelines for establishing goals and goals:</p> <ol style="list-style-type: none"> <li>Goals should be related to the missions of the organization, principal areas of job responsibility and may be assignment or skill-oriented.</li> <li>They should be specific, stated in end results, and time-limited.</li> <li>Insofar as possible, they should be objectively measurable.</li> <li>They should be realistic and attainable, yet contain some "stretch".</li> <li>They should be mutually understood by the individual and the supervisor.</li> <li>They should be modified during the year as appropriate.</li> </ol> <p>PERIOD COVERED: From To:</p> <p>For the six factors, discriminators, and descriptors, go to <a href="http://dacm.rdaisa.army.mil">http://dacm.rdaisa.army.mil</a> then scroll down to Acq/Demo section.</p> <p>DoD Civilian Acquisition Workforce Personnel Demonstration Project. Contribution-based Compensation and Appraisal System (Acq/March 18, 2002).</p>						Face-to-Face Counseling	Dates	Employee's Initials	Supervisor's Initials	Initial				Mid-Point				Mid-Point Remarks:				Other Counseling, as needed:			
Face-to-Face Counseling	Dates	Employee's Initials	Supervisor's Initials																						
Initial																									
Mid-Point																									
Mid-Point Remarks:																									
Other Counseling, as needed:																									

<b>PROBLEM SOLVING.</b>
Part IV: Employee Support Form
Contribution goals for the rating period:
•
Part III: Employee Self Assessment
•
Part II: Supervisor Assessment
•
<b>TEAMWORK/COOPERATION</b>
Part IV: Employee Support Form
Contribution goals for the rating period:
•
Part III: Employee Self Assessment
•
Part II: Supervisor Assessment
•
<b>CUSTOMER RELATIONS</b>
Part IV: Employee Support Form
Contribution goals for the rating period:
•
Part III: Employee Self Assessment
•
Part II: Supervisor Assessment
•
<b>LEADERSHIP/SUPERVISION</b>
Part IV: Employee Support Form
Contribution goals for the rating period:
•
Part III: Employee Self Assessment
•
Part II: Supervisor Assessment
•
<b>COMMUNICATION</b>
Part IV: Employee Support Form
Contribution goals for the rating period:
•
Part III: Employee Self Assessment
•
Part II: Supervisor Assessment
•
<b>RESOURCE MANAGEMENT</b>
Part IV: Employee Support Form
Contribution goals for the rating period:
•
Part III: Employee Self Assessment
•
Part II: Supervisor Assessment
•

<b>III. EMPLOYEE AND SUPERVISOR PRINT, SIGN AND DATE.</b>			
My supervisor has discussed the above information with me:			
-----			
Print Employee's Name		-----	
Employee's Signature		Date	
This employee has been under my supervision for: _____ years		_____ months	
-----			
Print Supervisor's Name		-----	
Supervisor's Signature		Date	

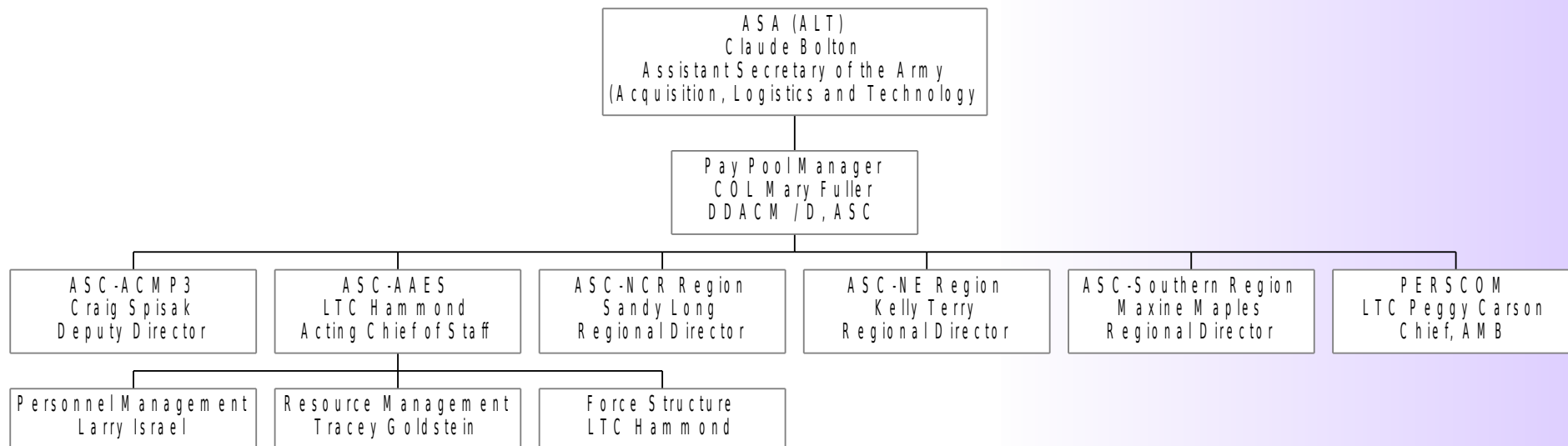
When completed, the employee retains the original. Copies will be forwarded to the Official Personnel File and should be retained by the supervisor.

To get the CCAS forms,  
click on  
<http://dacm.rdaisa.army.mil/>



# **Acquisition Support Center Pay Pool**

# Pay Pool Structure



CCAS 2002 Rating Period  
October 1, 2001 - September 30, 2002

# Summary

- **Broadbanding**
- **Buy-In**
- **Contribution-based Compensation and Appraisal System**
- **CCAS Assessments**
- **Grievance**
- **GS Equivalency**
- **Acquisition Support Center Pay Pool**

**Questions?  
Comments?**

Jerry Lee at 703-805-5498, DSN 655-5498 or [jerold.lee@asc.belvoir.army.mil](mailto:jerold.lee@asc.belvoir.army.mil)  
Jael Latham at 703-805-5496, DSN 655-5496 or [jael.latham@asc.belvoir.army.mil](mailto:jael.latham@asc.belvoir.army.mil)